

Policy: PAc-1

✓ BGM
yes 2-17-91

Subject

Definition of Academic Titles

~~for Professional Librarian~~

Approval Date: 07/01/85

Revision Date: 12/14/90

PURPOSE:

To describe the academic titles and the qualifications necessary for appointments or promotion to them.

~~for Professional Librarian~~

EARNED DEGREES:

In assessing candidates' credentials for personnel actions, the University will accept only those degrees earned at institutions in the United States that have been accredited by regional higher education accrediting associations and professional accrediting associations in disciplines in which such accrediting takes place or foreign degrees that have been earned at institutions recognized by their respective governments. These earned degrees are the only ones that the University will acknowledge for appointment, determination of rank, or subsequent personnel decisions. Further, misrepresentation of such information by an individual can be cause for termination of employment.

Shortened
M L S
by ALA
accredites

TERMINAL DEGREE:

The terminal degree will be considered an earned doctorate from an accredited institution in the individual's teaching area field as recognized by the Southern Association of Colleges and Schools. Exceptions will be those non-doctoral degrees considered to be terminal degrees by the professional accrediting bodies in that discipline recognized by The Council on Postsecondary Accreditation (COPA).

REGARDING THE
CRITERIA FOR
RANKS:

The minimal criteria set forth for these ranks should not be interpreted as an exclusive set of conditions to be met or so rigidly applied as to prevent the appointment or promotion when an individual submits an approved record of outstanding professional experiences and demonstrated contributions to the teaching field in lieu of formal academic preparation. These criteria may be supplemented by departmental and/or college requirements agreed upon by the faculty of the department and colleges. Deans and/or Department Chairs must inform faculty members and the University Faculty Promotion Committee of all supplemental requirements for promotion.

GENERAL ACADEMIC
RANKS:

These following ranks are
recognized by the University.

1. Lecturer--This title is used for appointments of nonregular faculty members who teach on a temporary or casual basis or if on a continuing basis for less than full-time. The minimum qualification is the master's degree with 18 graduate semester hours in the teaching field or an approved record of outstanding professional experience and demonstrated contributions to the teaching field.

Individuals whose entire teaching assignment is composed of remedial courses can also qualify for the title with the baccalaureate degree in the teaching field as well as experience appropriate to this teaching assignment or graduate training in remedial education.

2. Instructor--This title is for an individual whose primary responsibility is teaching. The minimum qualification for this fixed-term, non-tenurable faculty rank is the master's degree with 18 graduate semester hours in the teaching field.

Other individuals whose entire teaching assignment is composed of remedial courses can also qualify for this fixed-term non-tenurable rank with the baccalaureate degree in the teaching field as well as with experience appropriate to this teaching assignment or graduate training in remedial education.

3. Assistant Professor--The terminal degree in the teaching field is expected for this rank.

4. Associate Professor--The Associate Professor shall possess the terminal degree in the teaching field, and if the rank is granted upon appointment, there must be evidence of scholarly, artistic, or professional achievements. When considered for promotion to this rank, a faculty member must have been an Assistant Professor for a minimum of four years, three of which must have been at Morehead State University and meet the criteria required in PAc-2.

5. Professor--The terminal degree in the teaching field is required, and if the rank is granted upon appointment, there must be evidence of scholarly, artistic, or professional achievements. This rank should be reserved for persons of proven stature in their fields. When considered for promotion to this rank, in addition to meeting the above requirements, a faculty member must have been an Associate Professor for a minimum of five years, three of which must have been at Morehead State University, and must show evidence of outstanding teaching, professional achievement, and service to the University during that period, and meet the criteria required in PAc-2.

CLINICAL FACULTY
APPOINTMENTS:

A Clinical Faculty Appointment is used for professional staff employees of external clinical affiliates associated with such programs of study at the University.

VISITING
APPOINTMENTS:

Visiting appointment titles (see Types of Appointments PG-3) are used to designate individuals from other institutions or employees who are employed either full-time or part-time for a limited period of time (usually no more than a year). The titles used for these visiting appointments will be determined by the academic unit and approved by the Vice President for Academic Affairs and Dean of Faculties.

Bjw
7/17/91

Chapter 3

Faculty Personnel Policies

6.1 Personnel General Policies

6.2 Personnel Academic Policies

* Look at PSE 2 LW and Hours - 39 1/2

VPSE 1
PSE 2 (Probationary)
PSE 11 (Extra Compensation)

VPSE 3
VPSE 6 (an effort in 21 A Release with financial exigency is completed)

VPSE 8
VPSE 9
VPSE 10
VPSE 11

PAC-18 *Based on*
Change to *PG 49*
PG 31 & 43 *(Vac.)* ** PG 49 (bottom p. 1)*
Academic Responsibility *It needs to have*
12 days sick leave
accumulation upon
appointment
 PAC-22 *Talked* Chapter 6

Faculty Personnel Policies

* PSE 1 - Work Hours of
 37 1/2 ^{hr} minimum weekly

6.1 Personnel General Policies

Listed are policies which pertain to general personnel of
 the University. These policies are available in the Personnel
 Policy Manual.

* PSE 11 - Extra
 Compensation
 PSE 2 (Proctor)

"Non-regular"

6.1.1 "Regular" and "Non-regular" University

Employment PG-1 ✓

6.1.2 Payroll Classification Categories PG-2 ✓

6.1.3 Types of Appointments PG-3 ✓

6.1.4 Contracts for Services PG-4 ✓

6.1.5 Affirmative Action/Equal Opportunity

In Employment PG-5 ✓

6.1.6 Claims of Sexual Harassment PG-6 ✓

6.1.7 Absence from Work Resulting from

Pregnancy or Childbirth PG-7 ✓

6.1.8 University Holidays PG-8 ✓

6.1.9 Leave of Absence without Salary

(Other than Military Leave) PG-9 ✓

6.1.10 Leave of Absence with Pay for

Short-Term Military or National

Guard Service or Training Duty PG-10 ✓

6.1.11 Leave of Absence without Salary for

Extended Active Military Services PG-11 ✓

6.1.12 Conflict of Interest PG-12 ✓

6.1.13 Employee Uniforms PG-13 ✓

6.1.14 Court and Jury Duty PG-14 ✓

6.1.15 Employment of Minors PG-15 ✓

6.1.16 Official Travel PG-16 ✓

6.1.17 Personnel Files PG-17 ✓

6.1.18 Ownership of Inventions, Discoveries,

and Copyright Materials PG-18 ✓

6.1.19 Matters Involving Foreign Nationals

Employed by the University PG-19 ✓

6.1.20 Public Service by Members of the

Faculty and Staff PG-20 ✓

6.1.21 Payment of Personal Compensation

by an External Governmental Source PG-21 ✓

6.1.22 Employment of Relatives PG-22 ✓

6.1.23 Resignation from University Employment PG-23 ✓

6.1.24 Time Off for Death in Family or Funeral PG-24 ✓

6.1.25 Faculty and Staff Identification Card PG-25 ✓

6.1.26 Tuition Waiver PG-26 ✓

- 6.1.27 Workers' Compensation PG-27 ✓
- 6.1.28 University's Program of Personnel Benefits PG-28 ✓
- 6.1.29 Exit Interviews PG-29 ✓
- 6.1.30 Withholding Paychecks (deleted) PG-30 ✓
- 6.1.31 Maximum Age for Retirement and Employment PG-31 ✓
- 6.1.32 Staff Performance Evaluation PG-32 *No*
- 6.1.33 Deceased Employee's Final Paycheck PG-33 ✓
- 6.1.34 Answering Personnel Inquiries PG-34 ✓
- 6.1.35 Effective Date of Termination of
Employment PG-35 ✓
- 6.1.36 Help Wanted Advertising PG-36 ✓
- 6.1.37 Employment Process PG-37 ✓
- 6.1.38 Rest Periods PG-38 ✓
- 6.1.39 Things to Know when Leaving
University Employment PG-39 ✓
- 6.1.40 National, State, and Local Elections PG-40 ✓
- 6.1.41 Salary Increase upon Being Awarded
an Advanced Degree PG-41 ✓
- 6.1.42 Employee Responsibility for University
Keys and Property PG-42 ✓
- 6.1.43 Staff Early Retirement PG-43 ✓

Coll. Control... PG 46 ✓
Drug & Alcohol... PG 47 ✓

No PG 50
(No PG 44 (Class. Plan))

6.2 Personnel Academic Policies

Listed are policies which pertain to academic personnel of the university. These policies are available in the Personnel Policy Manual.

- 6.2.1 Definition of Academic Titles PAc-1
- 6.2.2 Tenure and Promotion PAc-2
- 6.2.3 Emeritus Rank PAc-3
- 6.2.4 Sick Leave PAc-4
- 6.2.5 Consulting PAc-5
- 6.2.6 Membership on Graduate Faculty PAc-6
- 6.2.7 Teaching Load Expectations PAc-7
- 6.2.8 Faculty Attendance Responsibilities--
Office Hours and Classes PAc-8
- 6.2.9 Faculty Attendance Responsibilities--
Commencement PAc-9
- 6.2.10 Extraordinary Faculty Compensation PAc-10
- 6.2.11 Faculty Research PAc-11
- 6.2.12 Professional Ethics PAc-12
- 6.2.13 Faculty Counseling PAc-13
- 6.2.14 Academic Freedom and Responsibility PAc-14
- 6.2.15 Time and Effort Reporting PAc-15
- 6.2.16 Support for Editorships of Journals
and Offices Held in Professional
Organizations PAc-16
- 6.2.17 Sabbatical Leave of Absence PAc-17
- 6.2.18 Faculty Rights and Responsibilities PAc-18

*Change to Academic &
Inclusive list*

6.2.19 Faculty Attendance at Faculty Meetings PAc-19

6.2.20 Vacation leave for Faculty Members

on Twelve Month Appointments PAc-20

6.2.21 Salary Increase Upon Promotion in Rank PAc-21

6.2.22 Suspension With or Without Pay PAc-22

6.2.23 Compensation Determination for

Reassigned or Returning Administrators PAc-23

6.2.24 Compensation and Faculty Assignment of

Administrators Holding Rank PAc-24

6.2.25 Faculty and Academic Administrators' Early

Retirement PAc-25

Tabled

Policy: PAc-2

Subject

Promotion Review

Approval Date: 07/01/85
Revision Date: 06/22/90

PURPOSE:

To define the criteria, procedures, and conditions of the review of University academic personnel for granting promotion.

ACADEMIC PRINCIPLES:

I. GENERAL PRINCIPLES

Faculty members have an important responsibility in providing evaluations of peers in the promotion process. This responsibility involves the application of academic and professional judgments in a framework of shared authority among various levels of review and between faculty and academic administrators.

The promotion procedures consist of several levels of judgment and review: the department, the college, and the University. The initial reviews will take place at the levels of the department and college and will focus on professional and scholarly judgments of the quality of the individual's academic work. Subsequent levels of University review will bring broader faculty and administrative judgment to bear and will also monitor general standards of quality, equity, and adequacy of the procedures used. At each level, the review process will reflect the competence and perspective of the reviewing body.

EXPECTATIONS AND STANDARDS OF EACH UNIT

An important part of the whole promotion process for faculty members is that all parties to the process share common expectations and understandings. Since general statements of principles will be broad and inclusive, each academic unit

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may develop its own specific expectations and standards in addition to the broad University-wide standards as the operational basis for promotion recommendations. Statements concerning these additional expectations and standards will be available and on file in the Office of the Vice President for Academic Affairs, and will be given to each faculty member.

The review process for promotion is concerned with the academic and professional merits of particular candidates, judged in reference to all alternative candidates, including prospective faculty members. Promotion standards, therefore, cannot be fixed and absolute but will reflect to some extent the varying competitive positions of the University in attracting faculty. Accordingly, evaluations will be influenced by such considerations of relative standing. Likewise, progressively more exacting scrutiny will take place as the faculty member advances in academic rank.

GENERAL
CRITERIA:

II. CRITERIA FOR PROMOTION

Promotions shall be based on recognized performance in each of the following areas as appropriate to the particular responsibilities assigned to the faculty member. Promotion is neither an unqualified right nor an automatic consequence of having completed a certain period of service.

The minimal requirements listed below are not the sole determinants in the review process:

1. Teaching excellence--as recognized by colleagues, department chairs, and deans and as assessed by students. Other evidence may include, but not be limited to the following: student contact activities (advisement, supervision of internships and theses); development of new courses, programs, or innovative instructional techniques; teaching awards and honors.

2. Professional achievement--as related to the teaching area may include, but not be limited to the following: research, scholarly or creative achievements; attendance at professional meetings and leadership roles in professional organizations; participation in seminars and workshops; additional graduate study in the teaching field; work experience; and consulting.
3. Service to the institution and the community--may include, but not be limited to the following: active participation on University, college, department, and Faculty Senate ad hoc and standing committees; service as an official representative of the University; sponsorship of approved co-curricular activities; coordination of and participation in University workshops, conferences, clinics, inservice and special events; development of proposals; development of relationships with professional groups in business, industry, trade, education, and government; non-University service rendered as a citizen, not as a representative of Morehead State University (MSU).

TIME IN RANK:

III: STATEMENTS REGARDING PROMOTION

Up to three years of equivalent professional service at other regionally accredited institutions of higher education may be applied to the time in rank requirements for promotion outlined in PAC-1. Credit for equivalent professional service will be recommended to the Vice President for Academic Affairs by the University Promotion Committee in accordance with the criteria established for promotion.

PERIODIC
PERFORMANCE
REVIEWS:

Periodic performance reviews are made of faculty members according to established University procedures. Candidates for

promotion may include these periodic performance review summaries in promotion portfolios.

PROMOTION
PORTFOLIO:

The promotion portfolio must contain a curriculum vita, supporting documents, and a letter of intent. The format for presentation of promotion materials will be determined by the University Promotion Committee. The letter of intent, addressed to the College Dean, will state the desire to be considered for a promotion and should contain a summary of major responsibilities and activities since the last rank assignment that merit consideration for the promotion. If a faculty member applies previous service at another institution to the time in rank requirement, the previous service must be documented with respect to teaching excellence, professional achievement, and service to that institution and community. The candidate's portfolio must document all qualifications, and it must be complete at the time of submission.

CURRICULUM
VITA:

The following are guidelines for constructing the curriculum vita. All categories will not apply to each candidate. Whenever appropriate, specific titles, dates, pages, and publishers should be included. A reasonable and selective sample of items under numbers 3 and 4 should be presented.

1. Personal Data
 - a. Name
 - b. Present rank, administrative title (if applicable), and department
 - c. Dates of initial rank assignment and promotions at MSU
 - d. Field or fields of specialization
 - e. Education completed: degrees, certifications, and/or licenses with institutions and dates awarded or granted.

- f. Teaching prior to MSU or related work experience prior to MSU
 - (1) Institutions
 - (2) Dates
 - (3) Responsibilities
 - (4) Rank changes and dates
 - g. Memberships in academic honor organizations
- 2. Teaching Excellence--Note whenever reassigned time was given.
 - a. Teaching load each semester
 - (1) Numbers and titles of courses taught
 - (2) Credit hours/workload
 - b. Student contact activities
 - (1) Number of advisees: graduate and undergraduate
 - (2) Supervision of internships
 - (3) Direction of theses and service on theses committees
 - (4) Direction of independent studies
 - (5) Service on oral examination committees
 - (6) Other
 - c. New courses and programs developed
 - d. Innovative instructional techniques developed
 - e. Teaching awards and honors
 - f. Other evidence of effective teaching
- 3. Professional Achievement
 - a. Scholarship
 - (1) List of published articles
 - (2) List of published books
 - (3) List of published reviews
 - (4) List of papers read at conferences
 - (5) Editorship of or service on editorial boards of professional journals
 - (6) Scholarly grants
 - (7) Sabbaticals
 - (8) Pure research completed
 - (9) Applied research completed

- (10) Fellowships awarded
 - (11) Awards for scholarship
 - b. Creative Productions--List of:
 - (1) Exhibits
 - (2) Musical compositions published
 - (3) Poems, plays, stories, novels published
 - (4) Artistic performances
 - (5) Speaking engagements
 - (6) Inventions
 - (7) Awards for creative productions
 - c. Academic and/or professional organizations
 - (1) Memberships
 - (2) Leadership roles
 - (3) Attendance at conferences
 - (4) Awards for service
 - d. Continuing education
 - (1) Seminars attended and form of participation
 - (2) Workshops attended and form of participation
 - (3) Graduate study
 - (a) Institution
 - (b) Degree being pursued and anticipated date of completion
 - (c) Credit hours completed
 - e. Relevant work experience and consulting
 - (1) Institution/agency
 - (2) Responsibilities
 - (3) Dates
 - f. Other evidence of professional growth
4. Service
- a. List of University, college, department, and Faculty Senate ad hoc and standing committees with level indicated in each case
 - b. Sponsorship or advisor of University-approved extra-curricular activities
 - c. Service as official representative of the University
 - (1) Place
 - (2) Responsibility
 - (3) Date
 - d. Coordination of and participation in MSU

workshops, conferences,
clinics, inservice and
special events

- (1) Title
- (2) Form of participation
- (3) Date
- e. Development of proposals to benefit the University
 - (1) Title of proposal
 - (2) Date submitted
 - (3) Accepted or rejected
- f. Development of relations with professional groups (business, industry, trade, education, and government)
- g. Honors and awards for service
- h. Other University service
- i. Non-University service

SUPPORTING
DOCUMENTS:

The supporting documents should be arranged in the following categories:

- 1. Documents which support personal data (for example):
 - a. Copies of official transcripts
 - b. Copies of official letters of promotion at other institutions
- 2. Documents which support teaching excellence (for example):
 - a. Copies of results of teacher ratings
 - b. Copies of descriptions of innovative instructional techniques
 - c. Copies of teaching awards and honors
 - d. Letters reflecting teaching competence
- 3. Documents which support evidence of professional achievement (for example):
 - a. Copies of published articles, books, reviews
 - b. Copies of papers read at conferences
 - c. Copies, slides, tapes of, or patents for creative productions
 - d. Evidence of roles in academic organizations
 - e. Evidence of continuing education including

- transcripts of graduate work
- f. Programs identifying speaking engagements
- 4. Documents which support service (for example):
 - a. Copies of proposals to benefit the University
 - b. Copies of honors or awards for service

PROMOTION
COMMITTEES:

Department, College, and University Promotion Committees will be formed exclusively with tenured faculty (see exception in #8) and operate within the following structure and procedures:

1. No candidate for promotion, candidates's spouse, department chairs, or deans will serve on promotion committee.
2. No faculty member will serve on more than one promotion committee.
3. The chairperson of each promotion committee shall be elected by the committee from the membership.
4. In academic areas where schools are the administrative unit above the department level, the peer review will be by the department, college, and University promotion committees.
5. The University Promotion Committee shall consist of nine (9) faculty members selected by the Faculty Senate from the tenured, full-time faculty and must include one representative from each college, five additional at large faculty members, and shall include both males and females. No two representatives shall be from the same department. Committee members shall be full professors. In the event that full professors are unavailable, associate professors may serve. Term of service shall be three years, with one-third being replaced each year. A member

may not hold successive terms. The Faculty Senate shall elect members to the committee by May 1 of the prior academic year. Committee members shall be notified in writing as to their own and others' selection to the committee prior to the committee's first meeting.

6. No person shall serve on the University Promotion, Tenure, or Faculty Rights and Responsibilities Committees at the same time.
7. The College Promotion Committee shall consist of one representative from each department of the college. These members shall be tenured, full-time faculty members. Each department will elect by secret ballot, a representative to serve a two year term on the college committee by September 1. Committee members shall be notified in writing as to their own and others' selection to the committee prior to the committee's first meeting.
8. The Department Promotion Committee should consist of all eligible tenured faculty. If the departmental committee consists of fewer than five members, the committee may add enough full-time tenure-track faculty members to form a five member committee.
9. The quorum necessary for voting will be two-thirds of the total membership of a committee.
10. All voting on candidates will be by secret ballot. Recommendation for promotion requires an affirmative vote by a majority of committee members voting. There shall be no abstentions in the voting process. In all committee recommendations the number of "yes" votes and the number of "no" votes must be recorded.

11. Justification for the recommendation of each candidate must be in detailed narrative format on the appropriate form. The narrative must reflect the candidate's teaching excellence, professional achievement, and service activities and include statements of strengths and weaknesses. Minority views shall also be included.
12. Promotion committees' deliberations must be treated confidentially and must not be discussed outside of promotion committee meetings.

GUIDELINES:

IV. PROMOTION PROCESS

All new faculty and prospective candidates for promotion may elect to attend an orientation workshop sponsored and presented by the Vice President for Academic Affairs and the previous year's chair of the University Promotion Committee that shall be held no later than October 15 of each year. Each candidate for promotion will receive peer review at the department, college, and University levels. In addition to peer review, each candidate will be reviewed by his/her Department Chair, Associate Dean (if applicable), College Dean, and the Vice President for Academic Affairs. The President makes the final recommendation to the Board of Regents.

INITIATION OF THE REVIEW PROCESS:

BY JANUARY 15: The candidate applying for promotion review has the responsibility for submitting the required promotion portfolio, which includes a letter of intent (to the Dean), curriculum vita, and supporting documents. The dean will place the portfolio in a secure area for review by the appropriate Department Promotion Committee, College Promotion Committee, Department Chair, Associate Dean (if applicable), and College Dean.

REVIEW OF
PORTFOLIOS:

The review process will proceed as
described below:

1. BY FEBRUARY 1: Department Promotion Committee, Department Chair, College Promotion Committee, Associate Dean (if applicable), and College Dean independently will have reviewed the portfolios and made a determination regarding a positive or negative recommendation. The recommendation and supporting rationale for promotion are documented on the appropriate form and submitted to the Vice President for Academic Affairs.
2. BY FEBRUARY 5: As soon as these reviews are completed, the College Dean sends the portfolios to the Vice President for Academic Affairs, who places the portfolios in a secure area for review by the University Promotion Committee. At that time the Vice President for Academic Affairs will convene the University Promotion Committee and convey, to the committee, two copies of recommendations from all prior committees and administrators described in Section IV. 1. above.
3. BY FEBRUARY 5: College representatives of the University Promotion Committee will have informed the candidates of the appropriate Department and College Promotion Committees', Department Chair's, Associate Dean's (if applicable), and College Dean's recommendations through presentation of a photocopy of those recommendations and a summary of the candidate's options at that point.
4. BY FEBRUARY 10: All portfolios will be automatically reviewed unless a written request to withdraw the portfolio is submitted to a college

representative of the University Promotion Committee, who will then return the portfolio to the candidate. If the candidate receives any negative recommendations, he/she may request that it be sent on without responding or request that it be sent on with a letter of response. If the candidate chooses to submit a letter of response, it must be submitted to the chair of the University Promotion Committee.

5. BY MARCH 5: The University Promotion Committee will have reviewed the candidate's portfolio; the recommendations by the Department and College Promotion Committees, the Department Chair, Associate Dean (if applicable), and College Dean; and any letter of response and will have made a determination regarding a positive or negative recommendation. The recommendation and supporting rationale will be documented on the appropriate form.
6. BY THE END OF TWO WORK WEEKS: College representatives on the University Promotion Committee will have informed their college's candidates for promotion of the University Promotion Committee's recommendation. If the recommendation was for promotion, the portfolio will automatically be made available for review by the Vice President for Academic Affairs, the President, and the Board of Regents. If the University Promotion Committee's recommendation was against promotion, a college representative will have informed the candidate; and the candidate may withdraw the portfolio, request that it be sent on without responding, or request that it be sent on with a letter of response. If the candidate chooses to submit a letter of response, it must

be submitted to the Vice President for Academic Affairs. To withdraw the portfolio, a candidate must submit a written request to the college representative of the University Promotion Committee, who will then return the portfolio to the candidate.

7. BY APRIL 15: The Vice President for Academic Affairs will have reviewed the portfolio, the recommendations, and the letters of response. The Vice President will provide feedback to the University Promotion Committee prior to making a recommendation on each portfolio to the President. The President, in turn will recommend to the Board of Regents, which will make the final decision at its next Board of Regents' meeting.
8. BY ONE WEEK AFTER BOARD'S DECISION: Within one week of the Board of Regents' decision, the President will have informed each candidate in writing of the decision. The promotion portfolio will be available for return.
9. BY TWO WEEKS AFTER BOARD'S DECISION: Each candidate who did not receive promotion will have been invited to meet with the Vice President for Academic Affairs for further explanation. The candidate has the option to decline this invitation.

Policy: PAc-3

Subject

Emeritus Rank

Approval Date: 07/01/85
Revision Date:

PURPOSE: To determine eligibility for and the privileges of Emeritus Rank upon retirement.

NORMAL
ELIGIBILITY: Emeritus Rank is granted in recognition of meritorious service to Morehead State University.

Emeritus Rank is granted upon retirement to those holding the rank of full Professor if recommended by the President to the Board of Regents.

To be eligible, individuals in the above rank must have reached 55 or have 30 continuous years of University service and have held that rank at Morehead State University for a period of at least five years prior to retirement from the University.

PROCEDURE
FOR GRANTING
EMERITUS RANK: Prior to the end of March each year, Department Chairs may recommend the names of eligible faculty members who are retiring by the end of the current fiscal year. Such names are submitted to the President with recommendations from the appropriate Dean and the Vice President for Academic Affairs.

PRIVILEGES OF
EMERITUS RANK: In addition to those privileges normally available to any retired faculty member, an Emeritus Professor is provided with an office if feasible. Arrangements may be made by the President for the Emeritus Professor to participate in part-time teaching, research, and/or service to the University.

OTHER FACULTY
EMERITI:

Faculty members not holding the rank of Professor at the time of retirement may be named Faculty Emeriti in rank by the procedures outlined above. Faculty Emeriti under this provision will be listed in official University catalogs and will be invited special guests to all major University functions.

Policy: PAc-4

Subject

Sick Leave

Approval Date: 07/01/85
Revision Date:

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2/19/91
See PG 49 (P. 1 Bottom)
It needs to have
a technical change
to provide lib. with
12 days sick leave
accumulation
upon appointment.

PURPOSE:

To provide the conditions for continuation of pay for a regular full-time or continuing part-time faculty member who is unable to continue employment due to illness or injury.

INITIAL GRANT
OF SICK LEAVE:

Upon appointment, a regular, full-time faculty member is credited with a sick leave accumulation balance of 12 days. Those who are designated as continuing part-time (see PG-1) will be granted a balance of six days upon appointment.

SUBSEQUENT
SICK LEAVE
ACCUMULATION:

Beginning with the second school year the regular, full-time faculty member accumulates one day of sick leave per calendar month (12 days per year) which is added to any sick leave balance from the first year; after 10 full years of service the rate shall increase to one-and-one-half (1 1/2) days per month (18 days per year). The continuing part-time faculty member accumulates one-half (1/2) day of sick leave per calendar month the first 10 full years of continuous employment and three-quarters (3/4) per month thereafter. Sick leave not used may be accumulated indefinitely.

ILLNESS OR
INJURY:

A faculty member may utilize sick leave for personal illness (including maternity) or injury. A Department Chair may request documentation of the circumstances, if extended time off for illness or injury is anticipated or if it appears that the conditions for the time missed may not be appropriate. A

Department Chair also may request documentation indicating when it is anticipated the faculty member will return to service. Upon request, up to three days of accumulated sick leave may be charged per calendar year as emergency leave for illness or injury of an immediate family member (spouse, child, parent, brother, sister, or other relative living in the faculty member's household). A Department Chair may request documentation of the need for such emergency time off. Absence is charged in at least half-day units. When a University holiday occurs during absence chargeable to sick leave, that day is not charged as sick leave.

MEDICAL
OR DENTAL
ALLOWANCES:

Paid sick leave may be used to cover absences because of dental or medical appointments. Such time shall be charged against the sick leave accumulated and charged in half-day units.

SICK LEAVE AT
TERMINATION OF
EMPLOYMENT,
RETIREMENT,
OR DEATH:

Unused sick leave will not be paid off upon termination of employment, retirement, or death. However, a member of a Kentucky Retirement System may receive certain service credit in the retirement system for some of the sick leave balance at time of retirement. Such credit shall be applicable only for retirement service as provided by law and shall not apply for any University policies.

WHEN ALL PAID
SICK LEAVE
IS USED:

When a faculty member has used all of his/her accumulated sick leave, a leave of absence without pay shall be granted upon request up to the limits of the policy on leave of absence without salary.

NOTIFICATION
OF SUPERVISOR:

A faculty member is responsible for notifying his/her Department Chair as soon as possible after it is determined that an absence to be charged as sick leave will occur because of illness, in order to provide maximum time to cover the scheduled responsibilities. Failure

to do so within 24 hours of the beginning of the absence may be cause for denial of sick leave for the period of the absence unless faculty member was physically unable to provide such notice.

**SICK LEAVE
RECORDS:**

The official sick leave record shall be maintained in the Office of Personnel Services for a period of five years.

Policy: PAc-5

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7/22/91 ✓

Subject

✓
yes 7/22/91

Consulting

Approval Date: 07/01/85
Revision Date:

PURPOSE:

To outline the conditions governing private consulting by faculty members and academic administrators. To qualify under this policy, the activity must be in the individual's field and be of a professional nature.

PHILOSOPHY:

An agency of the Commonwealth of Kentucky, Morehead State University is charged with responsibilities for instruction, research, and public service. These responsibilities often involve University faculty members and academic administrators in activities which are beyond the campus and in addition to their formally assigned duties. The University views professional consulting whether private or as a representative of the University as an activity to be encouraged. This policy is an outgrowth of the following institutional concern: (1) the need to comply with federal regulations concerning time and effort reporting for federally-funded grants and contracts; (2) the need to safeguard the University's primary educational mission from possible conflicts of interest; and (3) the need to clarify those circumstances when a University faculty member or academic administrator may be gainfully employed by a third party.

DEFINITION:

1. This policy is limited to instruction, research, professional and/or public service consulting activities for which remuneration is received from a third party and which occur during the time when the employee would normally be assigned

to duties by the University.
Excluded are vacation periods,
weekends, holidays, and other times
when the employee is not assigned
duties by the University.

2. University faculty members and academic administrators must request authorization to perform instruction, research, and public service activities for a third party during their work period. Work periods may vary widely due to individual faculty assignments. Such expectations should not be so restrictive as to make private consulting prohibitive. A written proposal must be submitted and permission secured from the individual's supervisor and Dean prior to performing any private consulting activity with notification to the Vice President for Academic Affairs. The proposal should indicate the nature of the work to be performed, the estimated time per week involved, and the duration of the assignment. The proposal and administrative decision shall be kept as a matter of record by the appropriate Department Chair and Dean with notification to the Vice President for Academic Affairs. A Dean's personal proposals are approved by the Vice President for Academic Affairs.
3. Those administrative officers who approve the proposal are instructed to be assured that regularly assigned duties of the employee will continue to be performed satisfactorily.

DUTY:

A faculty member or academic administrator is expected to perform his/her University duties in the most effective manner of which he/she is capable. The individual's first duty and first responsibility is to the University. Outside service should not be undertaken, whether with or without pay, that might interfere with the discharge of this paramount obligation. Administrative officers are responsible for seeing that the regular University duties are accomplished.

REQUIRED ADVANCE
APPROVAL:

An individual must request approval in advance of accepting a consulting assignment. A written proposal outlining the nature of the work to be performed, the estimated schedule of absences, and whether the work is undertaken for compensation or otherwise shall be given to the next level of administration. Such request shall be submitted through the Dean to the Vice President for Academic Affairs provided there is concurrence at each previous level. The final approval authority is the appropriate Dean for faculty members and Department Chairs and the Vice President for Academic Affairs for Deans.

CONSULTING TIME:

Time off from the regular work schedule for consulting shall be limited to four days per month. Time not used is noncumulative except by special permission of the Department Chair and Dean.

USE OF UNIVERSITY
FACILITIES:

Activities that involve significant use of other University personnel, facilities, or equipment must be performed on a contractual basis with the University.

TIME AND EFFORT
REPORTING:

All individuals performing consulting services relating to externally-funded projects are required to comply with Time and Effort Reporting regardless of when the services are performed.

RESPONSIBILITY
FOR PRIVATE
PROFESSIONAL
SERVICES:

The University assumes no responsibility for private professional services performed by members of its faculty. The name of the University is not in any way to be connected with the service rendered or the results obtained. The faculty member or academic administrator must make it clear that his/her consulting work is a personal matter. He/she must not use the official stationery of the University nor

stationery having a University address
or a University telephone number.

A faculty member shall not accept or
retain employment which would bring
him/her as an expert, or in any other
capacity, into conflict or in
competition with the interests and
purposes of the University.

Policy: PAc-6

Subject

Membership on
Graduate Faculty

Approval Date: 07/01/85
Revision Date: 02/23/90

PURPOSE: To outline the criteria and procedures
for appointment to the graduate faculty.

CRITERIA FOR
FULL MEMBERSHIP: The following criteria must be met to
be considered for Full Membership on the
graduate faculty:

1. An earned terminal degree as defined in PAc-1, in the appropriate teaching discipline from an accredited institution.
2. Competency and experience at the graduate level in teaching, committee work, student advisement, and directing student research as defined in the Procedure for Appointment.
3. Evidence of recent professional growth and/or research and publications.
4. A departmental teaching need at the graduate level (500- or 600-level courses).
5. Associate membership for at least one year at Morehead State University.

CRITERIA
FOR ASSOCIATE
MEMBERSHIP: The following criteria must be met to be
considered for Associate Membership on
the graduate faculty:

1. An earned terminal degree as defined in PAc-1 in the appropriate teaching discipline or, in the absence of this degree, an

exceptionally high level of scholarly productivity, competency, and experience as determined by the University Graduate Committee.

2. Potential for competency at the graduate level in teaching, committee work, student advisement, and directing student research as defined in the Procedure for Appointment.
3. Evidence of recent professional growth and/or research and publications.
4. A department teaching need for 500-level graduate courses. With the terminal degree, 600-level courses may be taught with the approval of the University Graduate Committee.
5. In the absence of available graduate faculty with Full Membership, the Associate Member may teach courses restricted to graduate students, if he/she is recommended by the departmental graduate faculty, department chair, and the college dean as being highly competent in the teaching discipline, with the approval of the Dean of Graduate and Extended Campus Programs.
6. All Associate Memberships shall be one academic year appointments.

APPOINTMENT
PROCEDURE:

The following procedure shall be used for nomination and review of candidates:

1. When the department chair of an academic department determines that he/she needs to assign a graduate course to a faculty member who is not already a full member of the graduate faculty, he/she shall gain the concurrence of the departmental graduate faculty and then nominate the individual faculty member for Associate Membership to the graduate faculty.

2. The department chair forwards the nomination, with supporting documentation (curriculum vita) to the respective college dean who forwards this with his/her recommendation to the College Graduate Committee. The supporting documentation shall provide evidence of teaching excellence, professional activities, and university/community service.
3. Upon approval of the College Graduate Committee, the nomination and supporting documentation are forwarded to the University Graduate Committee. If the nomination is rejected, justification shall be provided to the nominee and the department chair.
4. The University Graduate Committee will make the final determination regarding the nominee's appointment as an Associate Member of the graduate faculty.
5. The Dean of Graduate and Extended Campus Programs will inform the nominee, department chair, respective college dean, and the Vice President for Academic Affairs of the decision of the University Graduate Committee.
6. The University Graduate Committee must approve the appointment of Associate Members at least two weeks before scheduled graduate courses begin.

TEMPORARY
APPOINTMENTS:

When, due to extraordinary circumstances, a member of the graduate faculty is unavailable to teach a previously scheduled course and circumstances will not permit appointment under normal procedures, the Dean of Graduate and Extended Campus Programs may temporarily appoint a faculty member to temporary status on the graduate faculty.

Temporary appointments are for one semester only. At the time of the temporary appointment, the department chair requesting the appointment must initiate the regular appointment procedure.

In all other respects, a temporary appointee must meet the qualifications and expectations of a graduate faculty member.

The Dean of Graduate and Extended Campus Programs will inform all appropriate persons, including the University Graduate Committee, of his/her decision and direct that the procedure for nomination for Associate Membership be initiated.

REVIEW OF MEMBERSHIPS:

Reviews of membership are made in accordance with the following schedule and principles:

1. Associate Members of the graduate faculty will be reviewed by the appropriate College Graduate Committee and the University Graduate Committee after the first year of membership to determine if an individual should be granted Full Membership on the graduate faculty.
2. Full Members of the graduate faculty will be reviewed by the appropriate College Graduate Committee and the University Graduate Committee every fifth year of membership to determine if an individual should continue on the graduate faculty.
3. In the review process, faculty will be evaluated according to the criteria in the section Criteria for Membership.
4. In response to the review process, the University Graduate Committee can:
 - a. Grant Full Membership to the Associate Member

- b. Deny Full Membership to the Associate Member
 - c. Downgrade the Full Member to an Associate Member .
 - d. Renew Full Membership for five years.
5. The Dean of Graduate and Extended Campus Programs will inform in writing all appropriate persons of the decisions of the University Graduate Committee within 30 working days after the decision.

Policy: PAc-7

Subject

Teaching Load
Expectations
SUPERSEDED (See PAc-29)

Approval Date: 07/01/85
Revision Date:

PURPOSE:

To outline the teaching load expectations of faculty members and academic administrators (Deans and Department Chairs).

NINE-MONTH
FACULTY MEMBERS:

The teaching load per semester is 12 semester hours for undergraduate classes and nine semester hours for full graduate load or a mix of graduate and undergraduate semester hours.

A number of factors are considered in determining reductions to the teaching load including, for example, the number of new preparations, class size, and contact hours.

Variations from the teaching load may be granted upon recommendation by the Dean of the college with the approval of the Vice President for Academic Affairs. Reassigned time may be approved for such activities as administrative duties associated with program coordination, preparation of special instructional materials, video tapes, research, community service and special services to the University, committee assignments, advising, or the sponsoring of a major student activity or group.

DEPARTMENT
CHAIRS:

The teaching load for a Department Chair is six semester hours during each semester and three semester hours during the summer.

Exceptions to the teaching load may be granted by the Vice President for Academic Affairs upon the recommendation

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Need to refer to
PSEI
covers 37 1/2 hr.
minimum
work week.

of the Dean when other conflicting assignments merit such adjustments.

COLLEGE DEAN:

The teaching load for an academic Dean is three semester hours per academic year.

Exceptions to the teaching load may be granted by the Vice President for Academic Affairs.

Policy: PAc-8

Subject

Faculty Attendance
Responsibilities--
Office Hours & Classes

Approval Date: 07/01/85
Revision Date:

PURPOSE: To outline responsibilities of faculty members for office hours and class schedules.

OFFICE HOURS: Each faculty member is expected to observe a regular schedule of office hours, which will vary from person to person depending on other activities and duties. Each faculty member shall post a schedule on his/her office door and a copy shall be filed with the Dean of his/her college at the beginning of each term. It is generally expected that faculty members will be available in their offices throughout the day unless they are engaged in other University duties.

MEETING CLASS SCHEDULES: A faculty member is expected to meet all of his/her classes and other University responsibilities. Classes are expected to begin and end on time. When a faculty member knows in advance that he/she will miss a class, he/she should inform the Department Chair who will in turn notify the Dean of the college. Such notification shall be given as far in advance of the absence as is feasible. In the case of a sudden illness or emergency, the faculty member should notify the Department Chair that he/she will not be able to meet his/her class. If the Department Chair is unavailable, the Dean of the college should be notified. Arrangements for substitute instructors or the rescheduling of classes must have prior approval of the Department Chair and the Dean, with notification to the Vice President for Academic Affairs.

Policy: PAc-9

Subject

Faculty Attendance
Responsibilities--
Commencements

Approval Date: 07/01/85
Revision Date:

SPRING
COMMENCEMENT:

All faculty members are expected to
attend the Spring Commencement.

OTHER
COMMENCEMENTS:

Each academic department shall be
represented by at least two faculty
members at commencements held at other
times of the year. Each Department
Chair shall have the responsibility to
see that two members are so designated.

ATTIRE AT
COMMENCEMENTS:

Academic attire is required for
graduation processions and for other
occasions where appropriate. Each
faculty member must furnish his/her own
academic attire.

Policy: PAc-10

Subject

Extraordinary Faculty
Compensation

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7/17/91

N^o 7/22/91

X-See PSE-11

Extra Compensation

Approval Date: 07/01/85
Revision Date: 12/14/90

PURPOSE:

To outline pay policies for services rendered in excess of those covered in the basic contract for services.

SUMMER COURSES:

Nine-month faculty contracted for instructional purposes during summer terms will receive compensation not less than 2 percent per semester credit hour of his/her previous year's nine-month contract. For faculty on extended-month contracts, the nine-month base salary will be used.

A faculty member shall not teach more than 12 semester hours of credit during the summer and is paid on a per semester credit hour basis. Exceptions must be approved by the Vice President for Academic Affairs and Dean of Faculties.

TELECOURSES:

University faculty supervising/teaching credit telecourses offered over the Kentucky Educational Television network should have the telecourse scheduled as part of the faculty member's regular teaching load. If scheduling the class is not feasible as part of the faculty member's regular workload and the telecourse requires an additional workload assignment, the faculty member will be paid \$100 per student up to a maximum of 12 students in a three-semester-hour telecourse.

In circumstances where there are fewer than 12 students, teaching load and compensation will be calculated at the rate of four students equal one semester credit hour.

In addition, faculty will be paid \$100 for preparation of telecourse material. This compensation is a one-time payment per course, not contingent upon the enrollment of the course.

COURSES TAUGHT
ON-CAMPUS BY
LECTURERS OR BY
APPROVED MEMBERS
OF THE UNIVERSITY
STAFF:

Compensation shall be paid on a per semester credit hour basis. Additionally, lecturers who reside outside Rowan County may be reimbursed in accordance with University and State travel regulations. This does not apply to university staff whose official work place is campus.

COURSES TAUGHT
BY REGULAR
FACULTY IN THE
REGION BY
LECTURERS OR BY
APPROVED MEMBERS
OF THE
UNIVERSITY STAFF:

Compensation shall be paid on a per semester credit hour basis. Lecturers who live outside the county where a regional course is taught will receive additional compensation based on the distance between place of residence and the official workplace (time on road). Additionally, such faculty who reside outside the county where the course is taught may be reimbursed in accordance with University and State travel regulations.

COURSES TAUGHT
IN THE REGION
BY REGULAR
UNIVERSITY
FACULTY:

The compensation for teaching in the region is based upon distance from the campus or official work place (time-on-road). The compensation is based on the official miles for one round trip between the campus or official work place and the site/center. The formula to be used is:

1. \$6.00 per mile for the first 50 miles.
2. \$5.00 per mile for the next 50 miles or fraction thereof.
3. \$4.00 per mile for all remaining miles.

This formula is for a three-semester hour course requiring a minimum of 15 trips. For one- and two-semester hour courses, the formula is reduced to one-third and two-thirds of the base amount, respectively. Also,

if the course requires less than 15 trips, the formula is reduced proportionately.

Each faculty member who teaches in the region will be compensated whether it is taught as in-load or as overload. Deans should not schedule a faculty member for more than one regional course per term. If, because of extenuating circumstances, it is necessary for a faculty member to be assigned additional regional courses during a given term, it must be approved in advance by the Vice President for Academic Affairs and Dean of Faculties.

If a regular faculty member is scheduled to teach more than one regional course, then the time-on-road compensation will be based on the total round-trip mileage for one week.

Travel expenses will be disbursed according to University and State regulations.

Distance will be determined by the official mileage chart that is maintained in the Office of Business Services.

Faculty who reside in counties where they are scheduled to teach an off-campus class will not receive time-on-road pay or travel expenses for that class.

CORRESPONDENCE COURSES:

Correspondence course instructors are paid \$3.50 per correspondence course lesson and \$12.00 per final examination grade.

A faculty member who revises an existing course is paid \$400.00 for the course revision.

COURSES TAUGHT IN FOREIGN COUNTRIES OR IN DISTANT PARTS OF THE UNITED STATES:

The compensation for a faculty member teaching a course in foreign countries or within the United States but at a considerable distance from the University shall be determined by the formula used for faculty members who teach in the summer.

For a faculty member to be eligible for compensation, the course(s) being taught must be controlled by the University in the same manner as other offerings for which the University receives tuition.

Therefore:

- 1) The course(s) offered must be approved by the University curriculum committees and the Vice President for Academic Affairs and Dean of Faculties.
- 2) The faculty member teaching the course(s) must be approved and scheduled by the appropriate academic units;
- 3) The University must receive tuition at the appropriate rate as established by the Council on Higher Education.

In the event travel expenses are not provided by any other agency, the University may reimburse the instructor's travel expenses in accordance with University travel regulations provided sufficient revenue is generated by the course(s).

COURSES TAUGHT
BY ADMINISTRATORS
AND STAFF:

Administrators and staff-exempt employees (other than Department Chairs and Deans) who hold tenure in an academic program shall teach one course per calendar year. The President may grant exceptions to this requirement.

Extra compensation for these teaching assignments shall be made in accordance with PSE-11.

Policy: PAc-11

B. Yen
7/17/91

Subject

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7/22/91

Faculty Research

Approval Date: 07/01/85
Revision Date:

PURPOSE: To outline the process to be followed by
faculty members interested in
undertaking research projects.

THE PROCESS: Faculty members are encouraged to seek
and participate in opportunities for
research. Those interested in applying
for a University research grant should
contact a member or the Chairperson of
the University Research Committee.

If there is an interest in applying for
a grant to be funded by an external
agency, the individual should contact
the Office of Research, Grants and
Contracts.

Policy: PAc-12

Subject

Professional Ethics

Approval Date: 07/01/85
Revision Date:

PURPOSE:

The University, as an institution of learning and a community of persons with a special purpose, accepts its obligation to provide for its members an atmosphere which protects and promotes its educational mission and which guarantees its orderly and effective operation. To accomplish these goals, the University must require certain standards of conduct. University standards of conduct do not replace or relieve the requirements of civil or criminal laws.

The University has established standards of conduct related to its special educational mission. Specifically, members of the University community charged or convicted of violations under civil or criminal law may be subject to University discipline procedures and sanctions for the same conduct when the conduct occurs on campus or when the conduct occurs off campus and is a threat to the continuing protection of other members of the University community or the safeguarding of the educational process.

The faculty members assumes responsibilities in many areas.

AS PROFESSORS:

Professors, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subject is to seek and to state the truth as they see it. To this end they devote their energies to developing and improving scholarly competence. They accept the obligation to exercise

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critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although they may follow subsidiary interest, these interests must never seriously hamper or compromise their freedom of inquiry.

AS TEACHERS:

As teachers, professors encourage the free pursuit of learning in their students. They hold before them the best scholarly standards of their discipline. They demonstrate respect for the student as an individual and adhere to this proper role as intellectual guide and counselor. They make every reasonable effort to foster honest academic conduct and to assure that their evaluation of students reflects true merit. They respect the confidential nature of the relationship between professors and students. They avoid any exploitation of students for their private advantage and acknowledge significant assistance from them. They protect their academic freedom.

AS COLLEAGUES:

As colleagues, professors have obligations that derive from common membership in the community of scholars. They respect and defend the free inquiry of their associates. In the exchange of criticism and ideas they show due respect for the opinions of others. They acknowledge their academic debts and strive to be objective in their professional judgment of colleagues. They accept their share of faculty responsibilities for the governance of the institution.

AS MEMBERS OF
THE UNIVERSITY
COMMUNITY:

As members of the University community, professors seek above all to be effective teachers and scholars. Although they observe the stated regulations of the institution, provided they do not contravene academic freedom, they maintain their right to criticize and seek revision. They determine the amount and character of the work they do outside the institution with due regard to their

paramount responsibilities within it. When considering the interruption or termination of their service, they recognize the effect of that decision upon the program of the institution and give due notice of their intentions.

AS CITIZENS:

As members of their community, professors have the rights and obligations of any citizen. They measure the urgency of these obligations in the light of their responsibilities to their subject, to students, to their profession, and to the institution. When they speak or act as private persons they avoid creating the impression that they speak or act for the University. As citizens engaged in a profession that depends upon freedom for its health and integrity, professors have a particular obligation to promote conditions of free inquiry.

Policy: PAc-13

Subject

Faculty Counseling

Approval Date: 07/01/85

Revision Date:

PURPOSE: To define the role of faculty members as student counselors.

COUNSELING OBLIGATIONS: Counseling of students is an integral part and obligation of each faculty member.

OTHER COUNSELING SERVICES AVAILABLE: Students may be referred to professionals in the University Counseling Center for special assistance.

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No
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Policy: PAc-14

Subject

Academic Freedom
and Responsibility

Approval Date: 11/04/85
Revision Date:

PURPOSE:

To outline the conditions of academic freedom and responsibility for faculty and staff members who teach or perform research.

RIGHTS AND
RESPONSIBILITIES:

Academic freedom is the right of members of the academic community freely to study, discuss, investigate, teach, conduct research, publish or administer as appropriate to their respective roles and responsibilities. It is the responsibility of administrators to protect and assure these rights within the governing framework of the institution. Teachers are entitled to freedom in the classroom in discussing their subject, but they should be careful to present the various scholarly views related to their subject and to avoid introducing into their teaching controversial or other matter which has no relation to their subject. Teachers are entitled to full freedom in research and in the publication of the results therefrom, subject to the adequate performance of their other academic duties.

ASSURANCES;

However, academic freedom should be distinguished clearly from constitutional freedom, which all citizens enjoy equally under the law. Academic freedom is an additional assurance to those who teach and pursue knowledge, and, thus, properly should be restricted to rights of expression pertaining to teaching and research within their areas of recognized professional competencies. Beyond this, expressions by members of the academic

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community should carry no more weight or protection than that accorded any other citizen under the guarantee of constitutional rights: that is, outside of one's professional field, one must accept the same responsibility which all other individuals bear for their acts and utterances. In these cases, there is and should be no guaranteed immunity from possible criticism under the guise of academic freedom; however, when members of the academic community speak or write as citizens, they should be free from institutional censorship or discipline, but as persons of learning they should remember that the public may judge their profession and their institution by their utterances so they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others and should indicate that they are not institutional spokespersons.

The concept of academic freedom must be accompanied by an equally demanding concept of academic responsibility. The concern of the institution and its members for academic freedom safeguards must extend equally to requiring responsible service, consistent with the objectives of the institution.

INSTITUTIONAL COMMITMENTS:

Institutions of higher education are committed to open and rational discussion as a principal means for the clarification of issues and the solution of problems. In the solution of certain difficult problems, all members of the academic community must take note of their responsibility to society, to the institution and to each other and must recognize that at times the interests of each may vary and will have to be reconciled. The use of physical force, psychological harassment, or other disruptive acts, which interfere with institutional activities, freedom of movement on the campus, or freedom of all members of the academic community to pursue their rightful goals, is the antithesis of academic freedom and responsibility. So, also, are acts which, in effect, deny freedom to speak, to be heard, to study, to teach, to administer and to pursue research. It

is incumbent upon members of the academic community to be acquainted with their individual responsibilities, as delineated by appropriate institutional statements.

FACULTY
COMMITMENTS:

The universal responsibility of the teaching faculty member is effective teaching. A proper academic climate can be maintained only when members of the academic community meet their fundamental responsibilities regularly, such as preparing for and meeting their assignments, conferring with and advising students, evaluating fairly and reporting promptly student achievement and participation in group deliberations which contribute to the growth and development of students and the institution. All members of the academic community also have the responsibility to accept those reasonable duties assigned to them within their fields of competency, whether curricular, cocurricular or extracurricular. Additionally, the concept of "institutional loyalty" still has a proper place within the academic community and imposes the further responsibility on all members of the academic community to attempt, honestly and in good faith, to preserve and defend the institution and the goals it espouses, without restricting the right to advocate change.

PROTECTION,
DEFENSE AND
PROMOTION OF
ACADEMIC FREEDOM:

Administrators must protect, defend and promote academic freedom, must assure that members of the academic community fulfill their responsibilities and, in addition, must recognize that they have special responsibilities for which they are held accountable--namely, the marshaling of human, physical and financial resources in order to realize institutional goals. (Source: American Association of State Colleges and Universities, adopted November 9, 1971)

Policy: PAc-15

Subject

Time and Effort
Reporting

Approval Date: 07/01/85
Revision Date:

PURPOSE:

To provide for reports on time and effort on externally funded projects.

PROCEDURE:

Recognizing the need to comply with OMB Circular A-21 and the Education Division General Administrative Regulations (EDGAR), Morehead State University shall account for the time and effort of University personnel working on externally funded projects. University personnel, where all or part of their total compensation (including consulting, overload, etc.) is paid by external sources and/or where their time and effort are donated by Morehead State University to an externally sponsored project, shall complete periodically a "University Personnel Activity Report" which documents their time and effort. Personnel Activity Report forms shall be obtained from the Division of Administrative and Fiscal Services, Office of Business Services.

Policy: PAc-16

Subject

Support for Editorships of Journals
and Offices Held in Professional
Organizations

Approval Date: 07/01/85
Revision Date:

PURPOSE:

To encourage faculty members to assume editorship of professional journals or offices in professional organizations.

INFORMING THE
UNIVERSITY:

If a faculty member assumes an editorship of a professional journal or an office in a professional organization, that individual shall inform his/her Department Chair about such activity.

REQUESTS FOR
UNIVERSITY
FINANCIAL SUPPORT:

In addition, if there is need for institutional support in the form of a special telephone line, mailing privileges (costs), paper costs, convention budgets, and so forth, the faculty member shall include in the report information about the organization and its impact upon the region or the nation, the types of responsibilities being assumed, and a proposed budget to cover the requested funds.

That request shall be forwarded through channels to the Vice President for Academic Affairs.

The Department Chair and Dean shall comment on the value to the institution when reviewing the request. The Vice President for Academic Affairs is responsible for approving or disapproving such requests.

FOLLOW UP
REPORTS:

If approved, the program shall be reported on at least annually by the

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faculty member. Such reports shall be sent through channels to the Vice President for Academic Affairs.

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7/17/91

Subject

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Bjrc absent

Sabbatical Leave
of Absence

Approval Date: 07/01/85
Revision Date: 11/17/89

PURPOSE:

To provide a leave of absence with pay for research and independent study, professional enhancement such as institutes and workshops, and travel related to the applicant's professional interests. Sabbatical leave will not be granted for the purpose of pursuing an advanced degree.

A sabbatical is a privilege which may be granted to an individual who has demonstrated by publication, teaching, exhibition or performance an above average ability in scholarship, research, or other creative accomplishment.

PRINCIPLES:

The privilege of a sabbatical leave of absence may be granted to an individual who has demonstrated through periodic performance evaluation of teaching effectiveness, professional activities, and service, an above-average potential to provide tangible contributions to the University upon completion of this sabbatical leave of absence.

All requests for sabbatical leave will be considered. However, budgetary constraints that may vary from year to year may limit the number of leaves granted.

The sabbatical leave of absence is not intended to substitute for the educational leave as described in PAc - 28.

ELIGIBILITY:

Full-time, tenured (exception 3.b below) faculty members and academic

administrators who hold tenure in an academic rank, and who meet the following conditions may apply for a sabbatical leave of absence:

1. Rank of Assistant Professor, Associate Professor, or Professor.
2. A minimum of six consecutive contract years of full-time service.
3. a. Tenured (if they are paid through the University) or
b. If paid with funds provided by an agency other than the University, and in a non-tenured position, they have served at least seven years in one of the ranks listed above. In these cases, the use of restricted funds for sabbatical must be allowed by the granting agency.

LIMITATIONS:

A sabbatical leave will not be granted to an individual who, because of mandatory retirement age requirements, cannot provide two contract years of full-time service to the University following return from the sabbatical leave. (NOTE: Mandatory retirement age will no longer be in effect after December 31, 1993.)

CRITERIA FOR
CONSIDERATION:

Factors considered in evaluating an application for sabbatical leave are:

1. The potential value of the leave for the professional growth of the applicant.
2. The quality of academic service by the applicant.
3. The potential for the enhancement of the University's academic program.

SUBMISSION OF
REQUEST FOR
SABBATICAL LEAVE:

The faculty member is responsible for submitting an application form. Such applications shall be submitted to the Department Chair no later than October 1 preceding the fiscal year during which the leave is to begin. A faculty

member may submit an application a year in advance.

The application must be accompanied by the following:

1. A vita giving full details of the applicant's educational preparation, work history, and accomplishments at Morehead State University; and
2. A statement giving full details concerning the purpose of the leave and plans for its use.

THE REVIEW PROCESS:

The applications shall be reviewed by a Department Leave Committee (composed of tenured faculty members), and in turn the Department Chair, the Associate Dean (if appropriate), the College Dean, the appropriate University leave committee, and the Vice President for Academic Affairs. No person shall be on both departmental and University leave committees. The findings recommendations of each review level shall be recorded and submitted to the next higher level of review.

Recommendations will be made by the Vice President for Academic Affairs to the President.

THE APPROVAL PROCESS:

Sabbatical leave of absence applications which are recommended by the President are sent to the Board of Regents for final approval.

Applications submitted a year in advance will be reviewed a year in advance. If a sabbatical leave is denied, a new application may be filed.

SALARY PAYMENT WHILE ON LEAVE:

A person granted a sabbatical leave may receive full monthly base salary for up to one semester payable over the semester or one-half of the monthly base salary for up to two semesters payable over nine or twelve months. The salary will be based upon that which the person would have received for the academic year had the sabbatical leave not been taken.

FACULTY RIGHTS
DURING THE LEAVE:

The successful applicant will retain the following rights during time spent on a sabbatical leave of absence:

1. The recipient may share in the salary increases awarded by the University.
2. Time spent on sabbatical will be credited as active service for retirement purposes. University and faculty contributions will continue on the basis of full salary.
3. The leave period counts toward requirement for promotion.
4. The recipient will return to the former position with the University unless otherwise agreed to by the employer and employee.
5. The recipient who is a member of a University insurance coverage plan will continue to receive coverage at the same rates while on a sabbatical leave. This applies to dependents as well.

FACULTY
OBLIGATIONS
REGARDING THE
LEAVE:

The successful applicant will accept the following obligations regarding the sabbatical leave of absence:

1. After the leave expires, the recipient shall return to service at Morehead State University for at least two years or repay the amount of compensation received while on leave. If the recipient of a sabbatical leave returns to the University for a period less than two years, the amount repayable shall be prorated in relation to the amount of return service given. For example, if he/she returns for one year, the repayable amount shall be one-half the compensation received while on leave.
2. An agreement will be drawn up between the recipient and the University confirming the approved sabbatical plan and the recipient's

rights and obligations. The recipient shall make progress reports to the appropriate college dean at both the mid-point and at the end of the sabbatical leave. Failure of the recipient to comply with the contracted provisions of the sabbatical will result in cancellation of the sabbatical, repayment of all salaries received as a result of being granted the leave, and forfeiture of all rights specified in the sabbatical leave agreement.

3. Since the sabbatical leave is granted for academic purposes, paid employment is not an acceptable basis for such a leave. However, it is recognized that some forms of remuneration as well as scholarships, fellowships, and other honorary stipends may be a legitimate component of an academic experience. Therefore, a limited amount of income is allowable as part of the sabbatical experience. The determination of any limits to be placed on income earned during a sabbatical leave should be made by the University Leave Committee as a part of its review of the application. Recommendations as to such limits can be made at all other levels of review.

**SUBSEQUENT
SABBATICAL
LEAVE:**

An individual becomes eligible to apply for a subsequent sabbatical leave under the terms and conditions specified above, provided that a minimum of six contract years of full-time service has elapsed since ending a previous sabbatical leave.

EXCEPTIONS:

The President has the option of making exceptions to the above stated policy when deemed in the best interest of the University.

Policy: PAc-18

Subject

Faculty Rights and
Responsibilities

Approval Date: 07/01/85
Revision Date: 06/22/90

PURPOSE:

To define the procedures to be followed when issues involving faculty rights and responsibilities have not been resolved successfully through the normal channels of administrative responsibility and procedure.

ELIGIBILITY:

All individuals in the academic classification category plus those individuals in the administrative category who have tenure-eligible academic rank and who have grievances of an academic nature.

SCOPE:

The Committee on Faculty Rights and Responsibilities established by these procedures may review petitions from all faculty members (described under Eligibility above) in any situation in which a faculty member asserts that he/she has suffered a substantial injustice resulting from a violation of academic freedom, professional ethics, or procedural fairness, discrimination or due process.

Disputes about the dismissal of a probationary tenure eligible faculty member or a fixed-term appointee before the end of the term of appointment or of a tenured faculty member are covered under Kentucky Revised Statutes (KRS 164.360 - KRS 164.365).

Any issue to be reviewed under these procedures must be presented by the particular faculty member who has the issue.

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COMMITTEE ON
FACULTY RIGHTS AND
RESPONSIBILITIES:

The Committee on Faculty Rights and Responsibilities shall consist of two tenured faculty members from each college and one tenured faculty member at large.

Nominees for faculty representatives for each college shall be made by the Faculty Senate and voted on by the members of the faculty in that college. The Faculty Senate shall elect the faculty member at large. The term of this member shall be one year.

Terms for faculty members from each college shall be for two years with one-half being replaced each year. No member may serve for more than two consecutive terms. No member shall serve on the University Tenure, Promotion or Faculty Rights and Responsibilities Committees at the same time.

OPERATION OF
THE COMMITTEE:

A quorum of the Committee will be a majority of those remaining after any member is disqualified because of blood or marriage relationship to the aggrieved party or because of a member's personal involvement in the case.

Upon receiving a petition, the Committee will make a preliminary determination as to the extent of its review of the matter. The Committee will reserve the right not to take up a complaint that it judges without merit or where it appears that other remedies should be sought before coming to the Committee.

The Committee may decide to have an informal review or to establish a Hearing Board. If a Hearing Board is not established, the Committee may attempt to bring about a satisfactory settlement.

A Hearing Board will be established only on the vote of a majority of membership of Committee upon a determination that a prima facie basis for the complaint has been shown and may not reasonably be dealt with through an informal resolution process.

The burden of proof in establishing a prima facie case will be on the complaining party.

The Committee on Faculty Rights and Responsibilities should attempt to settle matters brought to it as quickly as possible without sacrificing fairness to all parties. Only in extraordinary circumstances should there be a time span longer than 30 days between the receipt of a complaint by the Committee and a decision as to whether there will be a formal hearing.

The Committee shall not consider the substantive academic judgment aspects of such matters as promotion, tenure, compensation, and evaluation of performance. In such matters as these, academic freedom, professional ethics, discrimination, or due process may be reviewed.

THE HEARING BOARD:

For a particular case, a Hearing Board, consisting of all eligible members of the Committee will be established to hear the case. Members will remove themselves from a case if they deem themselves disqualified by reason of bias or interest.

If a specific hearing is scheduled, notice will be served with a specific statement of the complaint at least 20 days prior to the hearing. The party complained against may waive a hearing or may respond to the complaint in writing at any time before the hearing.

Hearings before a Hearing Board will not be public. Publicity and public statements about the case by either the complaining party or the Hearing Board will be avoided until the proceedings have been completed. The Hearing Board and both parties may have present at the hearing such assistance as they deem necessary.

During the proceedings the parties will be entitled to have an advisor and counsel of their own choice. The Hearing Board will not be bound by strict rules of legal evidence and may admit any evidence of probative value in determining the issues involved.

Every possible effort will be made to obtain the most reliable evidence available and to avoid excessively legalistic procedures.

A tape recording of the hearings will be made and will be available to both parties.

The parties will be afforded an opportunity to obtain necessary witnesses and documentary or other evidence. The University administration will make reasonable efforts to cooperate with the Hearing Board in securing witnesses and making available documentary and other evidence.

Parties will have the right to confront and cross-examine all witnesses.

The Hearing Board's findings of fact and conclusions will be based solely on the hearing record.

The Hearing Board shall not consider the substantive academic judgment aspects of such matters as promotion, tenure, compensation, and evaluation of performance. In such matters as these, academic freedom, professional ethics, discrimination, or due process may be reviewed.

The Hearing Board may not review any petitions which are being or have been processed in the courts or through affirmative action.

The Hearing Board shall reach its conclusions by majority vote and shall submit these conclusions to the President of the University through the Chairperson of the Committee on Faculty Rights and Responsibilities. The President shall notify the Chairperson of the decision that has been reached. In the event that the President's decision is not in accord with the conclusions of the Hearing Board, the reasons for that decision shall be specified to the Chairperson of the Committee on Faculty Rights and Responsibilities who will inform the Committee and the parties directly involved.

Policy: PAc-19

Subject

Faculty Attendance at
Faculty Meetings

Approval Date: 07/01/85
Revision Date:

PURPOSE:

To outline responsibilities of faculty members for attendance at faculty meetings.

POLICY:

Faculty members are expected to attend all faculty meetings unless they have compelling reasons for not being able to do so. A faculty member shall inform his/her Department Chair or immediate supervisor if unable to attend a faculty meeting. Preferably that notification shall be prior to the meeting but, in any case, if unable to provide advance notice, the faculty member shall provide such information after the meeting.

Policy: PAc-20

Subject

Vacation Leave for Faculty Members
on Twelve-Month Appointments

Approval Date: 07/01/85
Revision Date:

PURPOSE: To define conditions for vacation leave for regular, full-time faculty members on twelve-month appointments.

ACCUMULATION: Vacation shall be accumulated at the rate of one-and-one-quarter (1 1/4) work days for each month of regular employment during the first 10 years of continuous employment and one-and-one-half (1 1/2) work days thereafter. A 12-month faculty member accumulates vacation in any month in which he/she is paid for 11 days, except that pay received for accumulated vacation at time of leave without pay, termination of employment, death, or retirement will not be credited toward the 11 days.

MAXIMUM ACCUMULATION: The maximum accumulation of vacation for a 12-month faculty member earning at the rate of one-and-one-quarter (1 1/4) work days per month shall be 30 work days. The maximum accumulation of vacation for a 12-month faculty member earning at the rate of one-and-one-half (1 1/2) work days per month shall be 30 days.

VACATION USAGE: Only days on which the faculty member normally would have worked are charged against accumulated vacation. Vacation leave must have been earned to be taken.

PAYOFF OF ACCUMULATED The cash equivalent of unused vacation is paid off when a faculty member on a

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VACATION:

12-month appointment terminates employment, dies, retires, or commences a leave of absence without salary. The cash equivalent is determined by dividing the annual salary by 1,950 times seven and one-half ($7 \frac{1}{2}$) times the number of unused days. There is no other cash settlement for accumulated vacation.

Policy: PAc-21

Subject

Salary Increase upon
Promotion in Rank

Approval Date: 07/01/85
Revision Date:

PURPOSE: To outline the salary considerations
when promotion in rank occurs.

POLICY: An individual who is promoted in
academic rank is entitled to two
increases, as follows:

1. A fixed amount to recognize the
promotion in rank. This amount is
established each year by the
President.
2. A merit increase based on the same
published criteria used in
determining merit increases for
other faculty members.

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Policy: PAc-22

Subject

Suspension with or
without Pay

Approval Date: 07/01/85
Revision Date:

PURPOSE:

To establish the right of the President to suspend an employee during an investigation into matters which may lead to disciplinary action.

NOTE: THE FACULTY SENATE AND THE ACADEMIC ADMINISTRATION ARE IN THE PROCESS OF DEVELOPING POLICY REGARDING SUSPENSION WITH OR WITHOUT PAY. THE PRESIDENT WILL PRESENT TO THE BOARD AT A LATER DATE THE RESULTANT RECOMMENDATIONS.

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Policy: PAc-23

Subject

Compensation Determination
for Reassigned Administrators

Approval Date: 06/15/85
Revision Date: 06/19/87

PURPOSE:

To outline the pay and reassignment policy for administrators who either return or are reassigned to the faculty, full-time teaching.

FACULTY APPOINTMENT

NONTENURED
ADMINISTRATORS
RETURNING TO
FACULTY:

Administrators with or without academic rank may return to a full-time teaching, research and/or service contract so long as they qualify and successfully compete for an existing vacancy.

TENURED
ADMINISTRATORS
RETURNING TO
FACULTY:

Tenured administrators with academic rank may return to a full-time teaching, research, and/or service contract upon the approval of the appropriate dean and/or vice president. If no vacant position exists, one will be created.

Administrators with tenure, who hold no rank, will be given the same employment retention consideration as faculty with tenure, upon the approval of the appropriate dean and/or vice president. These administrators will not necessarily be reassigned to classroom teaching.

SALARY
DETERMINATION:

Administrators with academic rank reassigned or returning to a nine-month full-time teaching, research, and/or service contract shall be paid thereafter their base salary plus merit earned.

COMPENSATION:

Base faculty salary for returning or reassigned administrators shall reflect salary increments which would have occurred had they served in a faculty position during the same time.

CALCULATION:

The Vice President for Academic Affairs will be responsible for the calculation of salaries for administrators, with rank, returning to the faculty and entering full-time teaching. Salary proposals shall be submitted to the President for approval and presentation to the Board of Regents.

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Subject

7/22/91

Compensation and Faculty Assignment
of Administrators Holding Rank

Approval Date: 06/13/86
Revision Date:

PURPOSE: To outline the pay and faculty assignment policy for administrators who hold academic rank.

ASSIGNMENT: Administrators who qualify may receive academic rank and tenure eligibility upon recommendation of the president in consultation with the appropriate departmental faculty and the Vice President for Academic Affairs and approval of the Board of Regents.

Administrators who hold academic rank may apply for promotion and/or tenure through normal promotion and tenure channels.

Those tenure eligible administrators who hold rank are governed by the same rules and regulations for tenure eligible faculty. (See PAc-2).

No administrators without academic credentials will be given rank or tenure.

COMPENSATION: Individuals, present and prospective, hired into administrative positions in which it is possible to acquire faculty rank and/or tenure shall be paid a base salary comparable to faculty of similar rank, experience and education plus an additional sum for an extended contract and an administrative stipend to bring total compensation to a competitive administrative salary level. In the event and at such a time as that administrator may be reassigned to faculty status, the supplement for the

extended contract and the administrative stipend shall be removed. (See PAc-23).

CALCULATION:

The Vice President for Academic Affairs will be responsible for the calculation of salaries for administrators with rank to be submitted to the President for approval and presentation to the Board of Regents.

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Policy: PAc-25

Subject

Faculty and Academic
Administrators Early Retirement

Approval Date: 07/18/86
Revision Date:

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PURPOSE:

To provide regular full-time faculty and regular full-time academic administrators, eligible for retirement under the Kentucky Teachers' Retirement System, an opportunity to retire earlier than the age required to qualify for Social Security benefits or the mandatory age of retirement from the University; but continue in a part-time teaching or other capacity with the University.

ELIGIBILITY:

Any faculty member or academic administrator eligible for retirement under either the regular Kentucky Teachers' Retirement System or Kentucky Employees' Retirement System may apply for early retirement. Request to take early retirement by eligible regular full-time faculty and regular full-time academic administrators must be submitted by September 1 if retirement is to be effective December 31 and by March 1 if retirement is to be effective by June 30. A request to retire early is to be made by the retiring member directly to the requesting member's department chair in which he/she holds academic rank. A decision on whether to grant the early retirement request will be made by the appropriate academic administrators (Department Chair, Dean and Vice President for Academic Affairs) and will be based upon the staffing needs (present and future) of the affected department. If early retirement does not adversely affect the academic function of the department or Division of Academic Affairs, then upon a favorable recommendation of the department chair, dean and Vice President for Academic Affairs, the

President may recommend final approval to the Board of Regents at the next scheduled meeting of the Board. Prior to the recommendation to the President, a fixed term contract not to exceed four years will have been negotiated between the faculty member and the University, the provisions of which should mutually meet the needs of the contracting parties, and to become binding must be recommended by the President and approved by the Board of Regents.

PROGRAM:

Under the early retirement program as permitted by KTRS, the faculty member has the opportunity to teach a minimum of six and a maximum of twelve semester hours per fiscal year (July 1-June 30). For each credit hour taught, compensation shall be at a rate of 3.33 percent of the retiring member's last base salary. Nine-month faculty teaching the equivalent of a half-time teaching load for an academic year (see PAC-7) qualify for the maximum compensation under this plan (40% of the last contract base salary). Twelve-month academic administrators will have their salary converted to a 9-month basis in accordance with PAC-23 as approved by the Board of Regents on June 13, 1986, before the 3.33 percentage rate per credit hour is applied. The faculty member's base salary from which to calculate the 3.33 percentage will increase in accordance with salary distribution guidelines adopted by the institution each year. During the early retirement period, the retired faculty member may elect to purchase life insurance from the University life insurance carrier under the University's group plan. Single and family health insurance may also be purchased at the group rate; however, the Office of Personnel Services and Budget Office will annually review the decision to continue to offer health and life insurance as a part of the early retirement plan. Year to year continuation of the health and life plan for faculty in the early retirement program is contingent upon budgetary impact.

Retired faculty teaching under the provision of this plan may retain the

appropriate faculty rank from which they retire but do not retain faculty voting rights in their academic department. Nor will the retired faculty member be eligible for promotion or sabbatical leave as outlined in PAc-2 and -17.

This special employment faculty appointment category carries with it the expectations, duties, and responsibilities of a faculty position. Sick leave will be permitted in accordance with PAc-4, office space will be made available and library and special purchase privileges (bookstore, athletic tickets, etc.) will be available in accordance with University policies and procedures. The faculty member's performance will also be evaluated utilizing the same evaluation instrument as used to evaluate regular faculty. This special appointment category carries with it no less responsibility for classroom performance, attendance and professional ethics and responsibilities than that of regular faculty, and will be governed by the University Personnel Policies with the exceptions as defined previously.

Faculty opting for early retirement are given priority in receiving summer teaching assignments during the summer before the year of retirement.

Faculty must retire fully from the University in accordance with current Personnel Policy at age 70.

BACKGROUND:

The University Faculty Senate recommended that an early retirement plan be established and provided a report on which the above policy is based.

Some faculty members expressed interest in taking early retirement and such a program offered advantages to both the faculty member and the University.

This program does not carry automatic participation. Each applicant case will be considered on the basis of such factors as eligibility, University resources, and needs of the faculty member's department.

Policy: PAc-26

Subject

Termination of Faculty for Cause,
Financial Exigency, and Discontinuance
of Program

Approval Date: 05/22/87
Revision Date:

GENERAL POLICY:

The Board of Regents has a paramount statutory duty to the people of Kentucky to maintain a quality educational program consistent with the mission statement and within available financial resources as determined by the Council on Higher Education, the Governor, and the General Assembly. Accordingly, determination of the existence of cause, financial exigency, or discontinuance of program based essentially on educational considerations, that may involve the termination of tenured faculty members, is a prerogative reserved for the Board and will not be delegated.

The Board of Regents is fully aware of the fact that adjustments due to a financial crisis or discontinuation of a program that include the termination of tenured faculty members are matters of gravity and require thoroughly considered balancing of the public and private interests. These actions are to be taken under exacting criteria and with assurance of requisite safeguards of academic due process to maintain a quality education program consistent with the mission statement and available financial resources.

Upon a documented report of the University needs and available fiscal resources and recommendation of the President that a case of financial exigency or need to discontinue a program exists, faculty termination decisions will be made by the Board of Regents. The President's report to the Board of Regents shall result from and reflect the advice and written recommendations of the Faculty Senate

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and ad hoc committees which are listed
in the specific procedures which follow.

In making specific recommendations for
termination of individual tenured
faculty appointments, the President
shall take into account the following:

1. If funded vacancies exist, an
offer will be made to the
tenured faculty members
concerned existing positions
for which they are qualified by
education and/or experience. If
any faculty members are
unqualified by education or
experience, the University will
grant the maximum of a one-year
period of sabbatical leave
during which the faculty member
will retrain and prepare for
the specific vacancy. Financial
support will be granted in
accordance with the sabbatical
leave policy.

2. In the event of the termination
of a tenured faculty member,
that faculty member will not
be replaced for a period of
three years:

- a. By another person of
comparable qualifications
at the same or higher
salary without first
offering reinstatement to
the terminated tenured
faculty member and allowing
thirty calendar days for
acceptance;

- b. By another person at a
reduced level of
compensation without first
offering reinstatement to
the faculty member's most
recent compensation and
allowing thirty calendar
days for acceptance.

3. In the event of the termination
of all tenured faculty members
in a particular area or
discipline for discontinuance
of program, that area or
discipline will not be
reinstated at the University
for a period of five years.

4. Faculty members, who have been employed full-time at Morehead State University for seven or more consecutive years and are untenured, shall be afforded the same rights of Academic Freedom and Due Process as a tenured faculty member, upon recommendation of the President and approval of the Board of Regents.

PROCEDURE FOR
FACULTY TERMINATION
FOR CAUSE:

This procedure will be used when it is recommended by the President that the University terminate a faculty member for cause. Reasons for cause to dismiss will be limited to (1) Incompetency, (2) Neglect of Duty, (3) Refusal to Perform Duties, and/or (4) Immoral Conduct. It specifically outlines the rights and academic due process that are accorded a faculty member on a continuing contract and does not attempt to deal with other staff and University personnel procedures. It is recommended that, in the general interest of Morehead State University, a procedure be developed for these employees and that a process be set up to reconcile the interests of the University as a whole.

IDENTIFICATION
OF A CASE OF
TERMINATION
FOR CAUSE:

Recognizing that the President has the authority to initiate termination charges, for cause, against a faculty member, the University will generally rely though upon the Dean of the College in which a faculty member resides to identify that a case of termination for cause exists at Morehead State University. Once a case of termination for cause is identified by the Dean of the College, the Dean will inform the Vice President for Academic Affairs and the President in a written, signed statement of the facts relied upon to support one or more of the statutory grounds for dismissal for cause. The stated formal charge(s) against the faculty member will be only on the grounds of (1) Incompetency, (2) Neglect of Duty, (3) Refusal to Perform Duties, and/or (4) Immoral Conduct. This provision

preserves a Dean's discretion to handle complaints against one of his/her faculty members informally before initiating formal charges for the termination for cause.

STEP ONE: The President, after consultation with the Vice President for Academic Affairs, the Dean preferring the charges, the Department Chair of the department in which the faculty member resides, and the Chair of the Faculty Rights and Responsibilities Committee, will determine whether to prefer charges against the faculty member or to refer the matter back to the Dean for further consideration. Absolute discretion is essential in this process to protect the rights and privacy of the individuals involved.

STEP TWO. If the President decides to prefer charges against the faculty member, the Vice President for Academic Affairs will meet with the faculty member and hand a copy of a written statement, signed by the President, specifying in detail the charge or charges against the faculty member to the faculty member. Every effort shall be made at this point to outline the case being preferred against the faculty member and to advise the faculty member of the procedure which will be followed and the faculty member's academic and civil rights in the proceedings. Upon receipt of the written statement specifying charge(s) at the meeting, the faculty member shall have thirty calendar days in which to file with the Vice President for Academic Affairs a written, signed response to the charges within the written statement. If the faculty member wishes to decline his/her right to a hearing, he/she has the option of submitting a letter of resignation to the Vice President of Academic Affairs within thirty days following the meeting. The Vice President for Academic Affairs will forward the letter of resignation along with copies of all pertinent materials to the President of the University for recommendation to the Board of Regents.

STEP THREE: If the faculty member fails or refuses to file a response within the thirty-day period, or if the faculty

member files an answer denying any or all of the charges outlined in the written statement, the Vice President for Academic Affairs shall convene a five-member ad hoc Termination for Cause Hearing Board and will provide the faculty member with a written, signed notice of a hearing of record to take place not less than thirty calendar days nor more than sixty calendar days, excluding the day notice is received by the faculty member. The ad hoc Termination for Cause Hearing Board will consist of one member of the Faculty Rights and Responsibilities Committee elected by the Faculty Rights and Responsibilities Committee, three faculty members elected by the Faculty Senate, and the Faculty Regent, who will serve as Chair. The Vice President for Academic Affairs, the Chair of the Faculty Senate, and the Chair of the Faculty Rights and Responsibilities Committee may serve as nonvoting, ex officio members of the ad hoc Termination for Cause Hearing Board.

1. The ad hoc Termination for Cause Hearing Board, in consultation with the charged faculty member, will exercise its judgments as to whether the hearing should be public or private and the expressed wishes of the charged faculty member shall take precedence;
2. Entry into the written record of appearances and testimony of the concerned parties and witnesses;
3. Entry into the written record of the written statement specifying the charge or charges against the faculty member and the faculty member's response to them;
4. Presentation of witnesses, documents, and other pieces of evidence by the Dean who initiated charges;
5. An opportunity for the faculty member or his/her counsel to call and cross-examine witnesses, and to present

documents, and other pieces of information reputing the charges in the written statement;

6. The University and faculty member will have the right to confront and cross-examine each others witnesses;
7. An opening statement on behalf of the University;
8. An opening statement by the faculty member or his/her counsel;
9. A verbatim record of the hearing will be taken, and a transcribed copy will be made available, without cost to the faculty member.
10. The burden of proof that cause for termination exists rests with the University;
11. A recommendation with findings of facts and conclusions based upon the record considered as a whole will be made in an open session as to whether cause for termination of the faculty member exists. The Hearing Board may go into closed session to discuss the evidence presented at the hearing.
12. The recommendation of the ad hoc Termination for Cause Hearing Board will be sent to the President and copies of the recommendation will be sent to the Vice President for Academic Affairs, the Dean preferring the charges, the Department Chair of the faculty member, the charged faculty member, and the Faculty Regent. Dissenting minority reports shall be included in the final report.
13. The President and the faculty member will be given a copy of the transcribed hearing and record within five calendar days of the Hearing Board's recommendation.

STEP FOUR. If the recommendation of the ad hoc Termination for Cause Hearing Board is that cause exists for termination of the faculty member's contract, or for the application of another appropriate action, the faculty member has thirty calendar days excluding the day the recommendation of the Hearing Board is received to file a written, signed exceptions to the Hearing Board's recommendation to the President of the University. A copy of the exceptions will be sent to the Vice President for Academic Affairs, the Dean preferring the charges, the Department Chair of the faculty member, the charged faculty member, and the Faculty Regent.

If the faculty member feels that he/she has not received due process, he/she has the right to file an appropriate grievance with the Faculty Rights and Responsibilities Committee which will investigate the matter within four weeks and submit a recommendation to the President. A copy of the report will be sent to the Vice President for Academic Affairs, the Dean preferring the charges, the Department Chair of the faculty member, the charged faculty member, and the Faculty Regent. Dissenting minority reports shall be included in the final report.

STEP FIVE: If the recommendation of the ad hoc Termination for Cause Hearing Board is that cause does not exist for termination of the faculty member's contract and, if the President rejects the recommendation of the ad hoc Termination for Cause Hearing Board that adequate cause for dismissal has not been established by the evidence of the record considered as a whole, the President will state the reasons for doing so, in writing, to the ad hoc Termination for Cause Hearing Board and the faculty member. The President will provide an opportunity for written exceptions by the faculty member within fifteen calendar days before making any recommendation to the Board of Regents.

STEP SIX. After a review of the facts and the procedures followed, if it is the decision of the President to make a recommendation of termination of employment for cause to the Board of

Regents, prior to final action of the Board of Regents, the Board shall consider any written exceptions and responses to the Hearing Board's recommendation and the recommendation of the President, and at the request of a party or on its own, permit oral argument before the full Board of Regents. The Board of Regents shall review the transcript of the hearing and the record of evidence, and recommendations, exceptions, and response, and may discuss same in closed session. In open session, the Board of Regents, will determine whether or not to terminate the faculty member's contract. This ends the formal process of academic appeal but does not preclude the possibility of seeking redress through the legal system for perceived injury and harm.

PROCEDURE FOR
FACULTY
TERMINATION
FOR FINANCIAL
EXIGENCY:

This procedure will be used when it is proposed by the President that the University reduce the total number of faculty positions on a campuswide basis due to a case of financial exigency. It specifically outlines the rights and academic due process that are accorded a faculty member on a tenured or non-tenured contract and does not attempt to deal with other staff and University personnel procedures. It is recommended that, in the general interest of Morehead State University, a procedure be developed for these employees and that a process be set up to reconcile the interests of the University as a whole.

IDENTIFICATION
OF A CASE OF
FINANCIAL EXIGENCY:

The Vice President for Administrative and Fiscal Services will identify that a case of financial exigency exists at Morehead State University and will inform the President of the situation with supporting documentation.

STEP ONE. The President will submit a written report to the Faculty Senate which states that a case of financial exigency exists and give budgetary and financial information which would support that position. The President should also give a personal assessment of the situation and preliminary

recommendations for solving the situation. The emphasis at this point in the process is to identify the number of faculty positions which are proposed to be eliminated and/or the dollar amount of savings in faculty salaries which are necessary to deal with the situation. The preliminary recommendations should also outline what other cuts are being proposed.

STEP TWO. Following notification by the President, the Faculty Senate will determine whether or not a case of financial exigency exists. If the Senate decides that the President's case for financial exigency has not been sufficiently documented, the President will be invited by the Chair of the Faculty Senate to make a presentation to the Senate at a regularly scheduled Faculty Senate meeting to present more supporting evidence for the position. If the Faculty Senate determines that a reasonable case for financial exigency exists, the matter will be referred to the three independent ad hoc committees listed in STEP THREE. The Senate may also choose at this time to prepare an independent and more comprehensive report for submission to the Faculty Regent and the President.

If the Senate decides that a case of financial exigency has not been adequately demonstrated, the Senate will submit a dissenting opinion to the President with a copy to the Faculty Regent.

If after receiving a Faculty Senate dissenting opinion, the President feels that a case of financial exigency does exist, the President may proceed to develop a full report to the Board of Regents regarding the financial condition of the University. The report will include, but not be limited to, information and reports from the Faculty Senate and a recommended procedure to be followed regarding the termination and due process rights of tenured faculty affected by the financial exigency.

STEP THREE: The Faculty Senate will elect the nine faculty members who are to serve on the three ad hoc committees listed below. Every effort will be made

to have an equitable representation from nontenured as well as tenured faculty, since it is the former who are likely to bear the brunt of the reduction. There will also be a faculty representative from each of the three colleges on each ad hoc committee. The committees will work independently on the determination of financial exigency and will propose possible solutions and alternative courses of action. Faculty positions to be eliminated, but not specific faculty members, may be identified at this point in the process.

1. AD HOC COMMITTEE CHAIRED BY VICE PRESIDENT FOR ADMINISTRATIVE AND FISCAL SERVICES. The seven-member committee will consist of the Deans of the three academic colleges and one faculty member from each of the three colleges appointed by the Faculty Senate as outlined above, and will be chaired by the Vice President for Administrative and Fiscal Services.
2. AD HOC COMMITTEE CHAIRED BY VICE PRESIDENT FOR ACADEMIC AFFAIRS. The seven-member committee will consist of the Faculty Regent, the Faculty Senate Chair, the Chair of the Faculty Senate Fiscal Affairs Committee and one faculty member from each of the three colleges appointed by the Faculty Senate as outlined above, and will be chaired by the Vice President for Academic Affairs.
3. AD HOC COMMITTEE CHAIRED BY FACULTY RIGHTS AND RESPONSIBILITIES CHAIR. The seven-member committee will consist of three Department Chairs and one faculty member from each of the three colleges appointed by the Faculty Senate as outlined above, and will be chaired by the Chair of the Faculty Rights and Responsibilities Committee. The Department Chairs will be appointed by the President, and every effort should be made to choose Chairs that will be

most adversely affected by the proposed eliminations of faculty positions.

STEP FOUR. The three ad hoc committees will present written reports to the President within 120 calendar days from the time the committees are convened. Copies of the reports will be sent to the Faculty Senate, the Faculty Regent, and the chairs of the other ad hoc committees. Dissenting minority reports shall be included in the final reports.

STEP FIVE: The President, after receiving the reports of the three ad hoc committees and the final recommendations of the Faculty Senate, will make recommendations regarding the specific faculty positions and faculty members who will be terminated for a case of financial exigency. The President will follow the Order of Termination Sequence in determining the faculty members to be terminated.

ORDER OF
TERMINATION
SEQUENCE:

1. Tenured faculty members will have the preference of retention over nontenured faculty members.
2. A faculty member who has attained tenure prior to another faculty member will have preference of retention.
3. If the time of tenured service is equal, then tenured faculty of superior academic rank will have preference of retention.
4. If service and rank considerations are the same for two faculty members, the faculty member with the longer period of employment at the University will have preference of retention.

These specific recommendations will be submitted to the Vice President for Academic Affairs who will notify in writing, within five business days, those faculty members whose positions are proposed to be eliminated. The Vice President for Academic Affairs will

also convene the ad hoc Committee on Reconciliation listed in STEP SIX.

STEP SIX. AD HOC COMMITTEE ON RECONCILIATION. The seven-member committee will consist of the Vice President for Academic Affairs, the Vice President for Administrative and Fiscal Services, the Chair of the Faculty Senate, one faculty member elected by the Faculty Senate from each of the three committees listed in STEP THREE, and the Faculty Regent who will serve as Chair. There should be a faculty member from each College represented on the committee. The committee will meet individually with each affected faculty member and will make every effort to reach some accommodation with the individual regarding his/her rights and possible courses of alternative action. Such advice may include, but not be limited to, proposing such alternatives as a reassignment of work duties, sabbatical leave for the purpose of retraining or re-adapting teaching skills towards a new position, and informed of any early retirement incentive programs available. The faculty member affected will be afforded the opportunity to present documentation or other evidence in support of his/her objection to the proposed elimination of position due to financial exigency and the resulting intention to terminate the faculty member's contract. If the faculty member and the ad hoc Committee on Reconciliation can reach a mutually agreeable solution, the faculty member and the Committee will submit a written proposal of settlement to the President outlining the conditions of acceptance.

If the matter cannot be resolved successfully with the faculty member, the ad hoc Committee on Reconciliation will issue a written report to the President within five business days from the time of the final meeting with the affected faculty member. The report will outline the areas of disagreements. A copy of the report will be sent to the Chair of the Faculty Senate and the Faculty Regent. Dissenting minority reports shall be included in the final report.

If the faculty member feels that he/she has not received due process, he/she has the right to file an appropriate grievance with the Faculty Rights and Responsibilities Committee which will investigate the matter within four weeks and submit a recommendation to the President. A copy of the report will be sent to the Vice President for Academic Affairs, the Chair of the Faculty Senate, and the Faculty Regent. Dissenting minority reports shall be included in the final report.

STEP SEVEN. The President will meet personally with the faculty member and will attempt to reconcile the areas of disagreement regarding the termination of the faculty member. The President, after consultation with the Vice President for Administrative and Fiscal Services, the Vice President for Academic Affairs, the Faculty Regent, the Chair of the Faculty Rights and Responsibilities Committee, and a person of the faculty member's choosing will then make a final recommendation regarding the position of the faculty member which will be submitted to the Board of Regents for consideration and action. A written copy of the formal recommendation will be given to the faculty member within five business days of the final meeting. This ends the formal process of academic appeal but does not preclude the possibility of seeking redress through the legal system for perceived injury and harm.

PROCEDURES
FOR FACULTY
TERMINATION FOR
DISCONTINUANCE
OF PROGRAM:

This procedure will be used when the President proposes that the University eliminate all faculty positions in a particular department, discipline, or program area (hereafter referred to only as Program) for a case of discontinuance of program which is based essentially on educational considerations. It specifically outlines the rights and academic due process that are accorded a faculty member on a continuing contract and does not attempt to deal with other staff and University personnel procedures. It is recommended that, in the general interest of Morehead State University, a procedure be developed for these

employees and that a process be set up to reconcile the interests of the University as a whole.

NOTE. "Educational considerations" do not include cyclical or temporary variations in enrollment. They must reflect long-range judgments that the educational mission of the institution as a whole will be enhanced by the discontinuance.

INITIAL
DETERMINATION FOR
THE NEED TO
TERMINATE TENURED
FACULTY POSITIONS
FOR DISCONTINUANCE
OF PROGRAM:

Recognizing that the President has authority for program discontinuance, the University will generally rely upon the Vice President of Academic Affairs to determine whether it would be desirable and in the best interests of the University as a whole, based essentially on educational considerations, to discontinue a Program and to eliminate all of the tenured faculty positions in that Program. After consultation with the appropriate Dean(s) and Department Chair(s), the Vice President will inform the President in writing of the situation with supporting documentation.

STEP ONE. The President will submit a written recommendation to the Faculty Senate which states that the President intends to propose to the Board of Regents that a particular Program be discontinued and that all tenured faculty positions in that Program be terminated due to the changing program needs of the University. The recommendation will include, but not be limited to, the rationale for discontinuing the Program, the perceived effect that the elimination of the Program will have on the University as a whole, and the number of faculty positions that will be terminated. The President will also submit copies of the recommendation to the Dean of the College in which the Program is located, the specific Program Chair, and the Chair of the appropriate University curriculum committee. Graduate and undergraduate programs in the same Program will be handled as separate recommendations.

STEP TWO. The President will convene a seven-member ad hoc Committee on Program Elimination to report on the effects that the elimination of the Program will have on University curricula. The ad hoc Committee on Program Elimination will consist of the two college representatives on the appropriate graduate or undergraduate University curriculum committee from the College in which the Program is located; two members from the Educational Standards Committee of the Faculty Senate elected by the Faculty Senate; two faculty members from the affected Program elected by faculty within the Program; and the Dean of the College in which the Program is located who will serve as Chair. The Program Chair(s) may serve as nonvoting, ex officio member(s) of the committee. The ad hoc Committee on Program Elimination will have at least 120 calendar days in which to prepare and submit its finished report to the President with a copy to the Faculty Senate Chair and Faculty Regent. The appropriate graduate or undergraduate University curriculum committee and the Faculty Senate shall also prepare separate reports and recommendations for the President.

STEP THREE. If the ad hoc Committee on Program Elimination recommends that elimination of the Program and its faculty positions is in the best interest of the University based essentially upon educational considerations, and if the appropriate University curriculum committee and the Faculty Senate concur in this recommendation, the President will ask the Vice President for Academic Affairs to convene an ad hoc Committee on Reconciliation as constituted in STEP FOUR.

If the Faculty Senate and the appropriate University curriculum committee concur with an opinion from the ad hoc Committee on Program Elimination that the discontinuance of the Program(s) and its faculty positions is not in the best interest of the University, and if the President feels that the need for a program(s) discontinuance exists, the President may proceed to develop a full report to the Board of Regents regarding Program

discontinuance. The report will include, but not be limited to, information and reports from the Faculty Senate, the appropriate University curriculum committee, and the ad hoc Committee on Program Elimination; and a recommended procedure to be followed regarding the termination and due process rights of tenured faculty affected by the Program discontinuance.

STEP FOUR. AD HOC COMMITTEE ON RECONCILIATION. If the President decides to convene the seven-member ad hoc Committee on Reconciliation, the seven-member committee will consist of the Vice President for Academic Affairs, the Vice President for Administrative and Fiscal Affairs, the Chair of the Faculty Senate, and three members elected by the Faculty Senate, and will be chaired by the Faculty Regent. There shall be a faculty member from each College represented on the committee.

The committee will meet individually with each affected faculty member and will make every effort to reach some accommodation with the individual regarding their rights and their possible courses of alternative action. Such advice would include, but not be limited to, proposing such alternatives as a reassignment of work duties, sabbatical leave for the purpose of retraining or re-adapting teaching skills towards a new position, and informed of any early retirement incentive programs available. The faculty member affected will be afforded the opportunity to present documentation or other evidence in support of his/her objection to the proposed elimination of position due to financial exigency and the resulting intention to terminate the faculty member's contract. If the faculty member and the committee can reach a mutually agreeable solution, the faculty member and the committee will submit a written proposal of settlement to the President outlining the conditions of acceptance.

STEP FIVE. If the matter cannot be resolved successfully with the faculty member, the ad hoc Committee on Reconciliation will issue a written report to the President within five

business days from the time of the final meeting with the affected faculty member. The report will outline the areas of disagreements. Dissenting minority reports shall be included in the final report.

If the faculty member feels that he/she has not received due process, he/she has the right to file an appropriate grievance with the Faculty Rights and Responsibilities Committee which will investigate the matter within four weeks and submit a recommendation to the President. A copy of the report will be sent to the Vice President for Academic Affairs, the Chair of the Faculty Senate, and the Faculty Regent. Dissenting minority reports shall be included in the final report.

STEP SIX. The President will meet personally with the faculty member and will attempt to reconcile the areas of disagreement regarding the termination of the faculty member. The President, after consultation with the Vice President for Administrative and Fiscal Services, the Vice President for Academic Affairs, the Faculty Regent, the Chair of the Faculty Rights and Responsibilities Committee, and a person of the faculty member's choosing will then make a final recommendation regarding the position of the faculty member which will be submitted to the Board of Regents for consideration and action. A written copy of the formal recommendation will be given to the faculty member within five business days of the final meeting. This ends the formal process of academic appeal but does not preclude the possibility of seeking redress through the legal system for perceived injury and harm.

Policy: PAc-27

Subject

Tenure Review

Approval Date: 08/06/88
Revision Date: 12/14/90

PURPOSE: To define the criteria, procedures, and conditions of the review of University academic personnel for the awarding of tenure.

I. GENERAL PRINCIPLES

ACADEMIC PRINCIPLES:

Faculty members have an important responsibility in providing evaluations of peers in the tenure process. This responsibility involves the application of academic and professional judgments in a framework of shared authority among various levels of review and between faculty and academic administrators.

The tenure procedures consist of several levels of judgment and review: the department, the college, and the University. The initial reviews will take place at the level of the department and college and will focus on professional and scholarly judgments of the quality of the individual's academic work. Subsequent levels of University review will bring broader faculty and administrative judgment to bear and will also monitor general standards of quality, equity, and adequacy of the procedures used. At each level, the review process will reflect the competence and perspective of the reviewing body.

EXPECTATIONS AND STANDARDS OF EACH UNIT:

An important part of the whole tenure process for faculty members is that all parties to the process share common expectations and understandings. Since general statements of principles will be

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broad and inclusive, each academic unit may develop its own specific expectations and standards in addition to the broad, University-wide standards as the operational basis for tenure recommendations. Statements concerning these additional expectations and standards will be available and on file in the Office of the Vice President for Academic Affairs and Dean of Faculties, and will be given to each faculty member.

The review process for tenure is concerned with the academic and professional merits of particular candidates, judged in reference to all alternative candidates, including prospective faculty members. Tenure standards, therefore, cannot be fixed and absolute but will reflect to some extent the varying competitive positions of the University in attracting faculty.

CHANGING NEEDS
AND PRIORITIES:

Although the tenure process is geared, narrowly and properly, to evaluating individual performance, the changing needs and priorities of the institution may also affect the decision to grant tenure. Both equity and the long-range interests of the institution, however, require directing primary attention to University needs and priorities at the time of appointment.

TENURE DEFINED:

Tenure is a system by which competent, productive faculty members who meet certain stated criteria are informed that they have successfully completed their probationary period and are recognized as continuing members of the faculty free to pursue their academic interests and responsibilities with the confident knowledge that termination of their appointment can be only for cause (see Section III).

II. CRITERIA FOR TENURE

GENERAL
CRITERIA:

Tenure shall be based on the potential for future advancement in each of the

areas as indicated by performance during the probationary period.

The minimal requirements listed below are not the sole determinants in the process:

1. Teaching excellence--as recognized by colleagues, department chairs, and deans and as assessed by students. Other evidence may include, but not be limited to, the following: student contact activities (advisement, supervision of internships and theses); development of new courses, programs, or innovative instructional techniques; teaching awards and honors.
2. Professional achievement--as related to the teaching area may include, but not be limited to, the following: research, scholarly or creative achievements; attendance at professional meetings and leadership roles in professional organizations; participation in seminars and workshops; additional graduate study in the teaching field; work experience; and consulting.
3. Service to the institution and the community--may include, but not be limited to, the following: active participation on University, college, department, and Faculty Senate ad hoc and standing committees; service as an official representative of the University; sponsorship of approved co-curricular activities; coordination of and participation in University workshops, conferences, clinics, inservice and special events; development of proposals; development of relationships with professional groups in business, industry, trade, education, and government; non-University service rendered as a citizen, not as a

representative of Morehead
State University.

III. STATEMENTS REGARDING TENURE

TO WHOM TENURE PROVISIONS APPLY:

Provisions for holding academic tenure apply to all faculty members of Morehead State University holding full-time, regular Standing Appointments to the rank of Professor, Associate Professor, and Assistant Professor. Academic tenure is granted only in an academic program area.

PROBATIONARY OR PRE-TENURE:

The probationary appointment period in the University is five years of continuous employment, beginning with the first full-time regular standing appointment. Time while on leave without pay shall be determined according to PG - 9.

However, up to three years of equivalent professional service at other accredited institutions of higher education or an earlier appointment at Morehead State University may be applied toward this five-year probationary period upon appointment or return to active service at Morehead State University. Credit for equivalent professional service will be recommended to the Vice President for Academic Affairs and Dean of Faculties by the University Tenure Committee in accordance with the criteria established for tenure.

A faculty member will not be retained beyond a total of six years of full-time continuous employment in regular standing appointments without attaining tenure. To be tenured, a faculty member must make application for tenure through the appropriate tenure review structure, be recommended for tenure by the President of the University, and be approved by the Board of Regents for tenure.

This requirement will apply to eligible faculty members hired by the University who did not hold full-time regular

Standing Appointments for the 1986-1987 academic year.

A faculty member who holds tenure-eligible rank must be reviewed for the awarding of tenure no later than the fifth year of probationary status.

NON-TENURABLE
ACADEMIC
APPOINTMENTS:

The tenure provisions defined herein do not apply to the following academic appointments:

1. Appointments designated as Standing II, Fixed-Term I, Fixed-Term II, or Visiting.
2. Appointments without remuneration.
3. Academic appointments to ranks other than Professor, Associate Professor, or Assistant Professor.

NOTE: Fixed-Term Appointments are discontinued automatically at the stated ending date or for cause during the term of the appointment but may be renewed. Standing II Appointments and Standing I Appointments in nontenure-eligible ranks are terminable under the conditions of termination stated in PAc - 26.

TRANSITION
PROVISIONS:

Faculty who held full-time regular Standing Appointments for the 1986-1987 academic year are subject to the following transition provisions:

1. The probationary period for these faculty shall be no less than five years in a tenurable rank or five years beginning with the 1987-1988 academic year, whichever comes first.
2. Untenured faculty who by the fifth year of probationary status have been employed as faculty by the University for seven or more consecutive years shall not be required, but may elect, to undergo tenure review. (See PAc - 26, page 2, statement

4.) Faculty so exempted who do not request review for tenure within five years of attaining tenure-eligible rank forfeit the right to request tenure review in any subsequent year.

3. Those exempted faculty electing to apply for academic tenure forfeit their exempted status and shall undergo the same process with the same benefits/consequences as other faculty who apply for tenure.

NOTIFICATION ABOUT PROBATIONARY PERIOD FOR NEW FACULTY:

Each new faculty member is given a Contract for Academic Service on which the starting amount of probationary credit is stipulated. Candidates for tenure applying previous credit toward tenure should include a copy of the contract documenting faculty years in service credit in their tenure portfolio.

A faculty member granted credit for probationary years upon appointment or promotion to a tenure eligible rank may request part or all of that time to be rescinded if he/she needs more time to develop credentials for tenure. However, such request may not be made after the tenure review process has started in the fifth probationary year.

A document signed by the Dean and the faculty member confirming the change in years of probationary status shall be executed.

COMPUTING A YEAR OF CREDIT TOWARD TENURE:

In order to facilitate the administration of tenure review procedures, there shall be a common tenure anniversary date of July 1. This tenure anniversary date does not necessarily coincide with the faculty member's date of initial appointment. A year of credit toward tenure is earned in any year in which the tenure-eligible faculty member has full-time active employment status of no less than half of the July 1 through June 30 year (one semester if he/she normally is appointed for two semesters.)

Since the purpose of the probationary period is to provide opportunity for observing the faculty member, time spent on leave of absence will not be counted as active employment, except as specified in PG - 9 or PAc - 28.

NOTICE OF
NONREAPPOINTMENT
AND TERMINATION:

Standards for notice of nonreappointment for tenure-eligible positions are as follows:

1. Dates
 - A. Not later than March 1 of the first academic year of service.
 - B. Not later than December 15 of the second academic year of service.
 - C. After two or more years of service in the University, twelve months.
2. The President notifies the faculty member to be nonreappointed after consultation with the appropriate Academic Administrators.

All full-time and part-time faculty members of Morehead State University whose appointments are not being renewed have the right to a written statement of reasons for nonrenewal upon request to the President. A faculty member must request the written statement of reason(s) within thirty (30) calendar days of notice of nonreappointment. Such reasons for nonreappointment will be given by the President within thirty (30) calendar days following the request. All faculty members have the right to appeal to the Faculty Rights and Responsibilities Committee.

PERIODIC
PERFORMANCE
REVIEWS:

Periodic performance reviews are made of all faculty members according to established University procedures. Candidates for tenure may include these periodic performance review summaries in their tenure portfolios.

TENURE PORTFOLIO:

The tenure portfolio must contain a curriculum vita, supporting documentation (documents, letters, papers, etc.) and a letter of intent. The format for the presentation of tenure material will be determined by the University Tenure Committee. The letter of intent, addressed to the College Dean, will state the desire to be considered for tenure and should contain a summary of major responsibilities and activities during the probationary appointment period. Documentation of the candidate's periodic Performance Review may also be included in the portfolio. If a faculty member applies previous service at another institution to the probationary period the previous service must be documented with respect to teaching excellence, professional achievement and service to that institution and community. The candidate's portfolio must document all qualifications, and it must be complete at the time of submission.

CURRICULUM VITAE:

The following are guidelines for constructing the curriculum vita. All categories will not apply to each candidate. Whenever appropriate specific titles, dates, pages, and publishers should be included. A reasonable sample of items under numbers 3 and 4 should be presented.

1. Personal Data

- A. Name
- B. Present rank, administrative title (if applicable), and department
- C. Dates of initial rank assignment and promotions at Morehead State University
- D. Field or fields of specialization
- E. Education completed: degrees, certifications, and/or licenses with institutions and dates awarded or granted
- F. Teaching prior to Morehead State University or related work experience prior to Morehead State University
 - (1) Institutions
 - (2) Dates

- (3) Responsibilities
- (4) Rank changes and dates

G. Memberships in academic
honor organizations

- 2. Teaching--Note whenever
reassigned time was given.
 - A. Teaching load each semester
 - (1) Numbers and titles of
courses taught
 - (2) Credit hours/workload
 - B. Student contact activities
 - (1) Number of advisees:
graduate, under-
graduate
 - (2) Supervisor of
internships
 - (3) Direction of theses
and service on theses
committees
 - (4) Direction of
independent studies
 - (5) Service on oral
examination committees
 - (6) Other
 - C. New courses and programs
developed
 - D. Innovative instructional
techniques developed
 - E. Teaching awards and honors
 - F. Other evidence of effective
teaching
- 3. Professional Achievement
 - A. Scholarship
 - (1) List of published
articles
 - (2) List of published
books
 - (3) List of published
reviews
 - (4) List of papers read
at conferences
 - (5) Editorship or service
on editorial boards of
professional journals
 - (6) Scholarly grants
 - (7) Sabbaticals
 - (8) Pure research
completed
 - (9) Fellowships awarded
 - (10) Awards for scholarship
 - B. Creative Productions--List
of:
 - (1) Exhibits
 - (2) Musical compositions
published

- (3) Poems, plays, stories, novels published
 - (4) Artistic performances
 - (5) Speaking engagements
 - (6) Inventions
 - (7) Awards for creative productions
 - C. Academic organizations
 - (1) Memberships
 - (2) Leadership roles
 - (3) Attendance at conferences
 - (4) Awards for service
 - D. Continuing education
 - (1) Seminars attended and form of participation
 - (2) Workshops attended and form of participation
 - (3) Graduate study
 - (a) Institution
 - (b) Degree being pursued and anticipated date of completion
 - (c) Credit hours completed
 - E. Relevant work experience and consulting
 - (1) Institution/agency
 - (2) Responsibilities
 - (3) Dates
 - F. Other evidence of professional growth
4. Service
- A. List of University, college, department, and Faculty Senate ad hoc and standing committees with level indicated in each case
 - B. Sponsorship or advisor of University-approved extra-curricular activities
 - C. Service as official representative of the University
 - (1) Place
 - (2) Responsibility
 - (3) Date
 - D. Coordination of and participation in Morehead State University workshops, conferences, clinics, inservice, and special events
 - (1) Title
 - (2) Form of participation
 - (3) Date

- E. Development of proposals to benefit the University
 - (1) Title of proposal
 - (2) Date submitted
 - (3) Accepted or rejected
- F. Development of relations with professional groups (business, industry, trade, education, and government).
- G. Honors and awards for service
- H. Other University service
- I. Non-University service

SUPPORTING
DOCUMENTS:

The supporting documents should be arranged in the following categories:

- 1. Documents which support personal data (for example):
 - A. Copies of official transcripts
 - B. Copies of official letters of promotion at other institutions
- 2. Documents which support effectiveness of teaching (for example):
 - A. Copies of results of teacher ratings
 - B. Copies of descriptions of innovative instructional techniques
 - C. Copies of teaching awards and honors
- 3. Documents which support evidence of professional growth (for example):
 - A. Copies of published articles, books, reviews
 - B. Copies of papers read at conferences
 - C. Copies of conference programs
 - D. Copies, slides, tapes of, or patents for creative productions
 - E. Evidence of roles in academic organizations
 - F. Evidence of continuing education including transcripts of graduate work
 - G. Programs identifying speaking engagements

4. Documents which support service (for example):
 - A. Copies of proposals to benefit the University
 - B. Copies of honors or awards for service

TENURE COMMITTEES:

Department, College, and University Tenure Committees will be formed exclusively with tenured faculty (see exception in #8) and operate within the following structure and procedures:

1. No candidate for tenure, candidate's spouse, department chairs, or deans will serve on tenure committees.
2. No faculty member will serve on more than one tenure committee
3. The chairperson of each tenure committee will be elected by the committee from the membership.
4. In academic areas where schools are the administrative unit above the department level, the peer review will be by the department, college and the University tenure committees.
5. The University Tenure Committee shall consist of faculty members selected by the Faculty Senate from the tenured, full-time faculty and must include two representatives from each college and one at large faculty member, and shall include both males and females. No two representatives shall be from the same department. The Senate should select members to the Committee by May 1 of the prior academic year. Committee members shall be notified in writing as to their own and others' selection to the Committee prior to the Committee's first meeting. Term of service shall be three years, with one-third being replaced each year. A member may not hold successive terms.

6. No member shall serve on the University Promotion, Tenure, or Faculty Rights and Responsibilities Committees at the same time.
7. The College Tenure Committee shall consist of one representative from each department of the college. These members should be tenured, full-time faculty members. Each department will elect, by secret ballot, a representative to serve a two-year term on the college committee by September 1. Committee members shall be notified in writing as to their own and others' selection prior to the Committee's first meeting.
8. The Department Tenure Committee should consist of all eligible tenured faculty. If the departmental committee consists of fewer than five members, the committee may add enough full-time tenure-track faculty members to form a five member committee.
9. The quorum necessary for voting will be two-thirds of the total membership of a committee.
10. All voting on candidates will be by secret ballot. Recommendation for tenure requires an affirmative vote by a majority of the committee membership voting. There shall be no abstentions in the voting process. In all committee recommendations the number of "yes" votes and the number of "no" votes must be recorded.
11. Justification for the recommendation of each candidate must be in detailed narrative format on the appropriate form. The narrative must reflect the candidate's teaching excellence, professional achievement, and service activities and include statements of strengths and

weaknesses. Minority views shall also be included.

12. Tenure committee's deliberations must be treated confidentially and must not be discussed outside of tenure committee meetings.

IV. TENURE PROCESS

GUIDELINES:

All prospective candidates for tenure review may elect to attend an orientation workshop sponsored and presented by the Vice President for Academic Affairs and Dean of Faculties and the previous year's chair of the University Tenure Committee that shall be held no later than April 15 of each year. Each candidate for tenure will receive peer review at the department, college, and University levels. In addition to peer review, each candidate will be reviewed by his/her Department Chair, Associate Dean (if applicable), College Dean, and the Vice President for Academic Affairs and Dean of Faculties. The President makes the final recommendation to the Board of Regents.

INITIATION OF THE REVIEW PROCESS:

BY SEPTEMBER 15: The candidate applying for tenure review has the responsibility for submitting the required tenure portfolio, which includes the curriculum vita and supporting documents, to the college dean. The dean will place the portfolio in a secure area for review by the appropriate Department Tenure Committee, College Tenure Committee, Department Chair, Associate Dean (if applicable), and College Dean.

REVIEW OF PORTFOLIOS:

The review process will proceed as described below:

1. BY OCTOBER 8: Department Tenure Committee, Department Chair, College Tenure Committee, Associate Dean (if applicable), and College Dean independently

will have reviewed the portfolios and made a determination regarding a positive or negative recommendation. The recommendation and supporting rationale, for tenure are documented on the appropriate form and submitted to the Vice President for Academic Affairs and Dean of Faculties.

2. BY OCTOBER 12: As soon as these reviews have been completed, the College Dean will send the portfolios to the Vice President for Academic Affairs and Dean of Faculties, who will place the portfolios in a secure area for review by the University Tenure Committee. At that time the Vice President for Academic Affairs and Dean of Faculties will convene the University Tenure Committee and convey two copies of recommendations from all prior committees and administrators described in Section IV. 1. above to that committee.
3. BY OCTOBER 12: Following convening of the University Tenure Committee, representatives of the University Tenure Committee will have informed the candidates of the appropriate Department and College Tenure Committee's, Department Chair's, Associate Dean's (if applicable), and College Dean's recommendations through presentation of a photocopy of those recommendations and a summary of the candidate's options at that juncture.
4. BY OCTOBER 17: All portfolios will be automatically reviewed unless a written request to withdraw the portfolio is submitted to a college representative of the University Tenure Committee, who will then return the portfolio to the candidate.

If the candidate receives any

negative recommendation, he/she may request that it be sent on with a letter of response. If the candidate chooses to submit a letter of response, it must be submitted to the Chair of the University Tenure Committee.

5. BY NOVEMBER 8: The University Tenure Committee will have reviewed the candidate's portfolio; the recommendations by the Department Tenure Committee, the Department Chair, the College Tenure Committee, Associate Dean (if applicable), and College Dean; and any letter of response, and will have made a determination regarding a positive or negative recommendation. The recommendation and supporting rationale for tenure is documented on the appropriate form.
6. BY NOVEMBER 20: The University Tenure Committee representatives from each college will have informed their college's candidates for tenure of the University Tenure Committee's recommendation. If the recommendation is for tenure, the portfolio will automatically be made available for review by the Vice President for Academic Affairs and Dean of Faculties, the President, and the Board of Regents. If the University Tenure Committee's recommendation is against tenure, a college representative will inform the candidate; and the candidate may withdraw the portfolio, request that it be sent on without responding, or request that it be sent on with a letter of response. If the candidate chooses to submit a letter of response, it must be submitted to the Vice President for Academic Affairs and Dean of Faculties. To withdraw the the portfolio, a candidate must submit a written request to the college representative of the University Tenure Committee,

who will then return the portfolio to the candidate.

7. BY DECEMBER 8: The Vice President for Academic Affairs and Dean of Faculties will have reviewed the portfolio, the recommendations, and and the letters of response. The Vice President will provide feedback to the University Tenure Committee prior to making a recommendation on each portfolio to the President. The President, in turn, recommends to the Board of Regents which will make the final decision at the next Board of Regents' meeting.
8. BY ONE WEEK AFTER BOARD'S DECISION: Within one week of the Board of Regents' decision, the President will have informed each candidate in writing of the decision. The tenure portfolio will be available for return.
9. BY TWO WEEKS AFTER BOARD'S DECISION: Each candidate who does not receive tenure will be invited to meet with the Vice President for Academic Affairs and Dean of Faculties for further explanation. The candidate has the option to decline this invitation.

B Gu
7/17/91

7/31/91
Done ✓
Subject

Educational Leave of Absence

P.G 9 leave without
pay is for formal
study also

Approval Date: 11/17/89
Revision Date:

PURPOSE:

1. To provide a leave of absence with one-half pay for advanced study leading to the earning of a degree in the applicant's teaching field or a related field.
2. To provide a leave of absence with one-half pay for retraining and preparation for specific vacancy.

PRINCIPLES:

The privilege of an educational leave of absence may be granted to an individual who has demonstrated through periodic performance evaluation of teaching effectiveness, professional activities, and service, an above-average potential to provide tangible contributions to the University upon completion of this educational leave of absence.

All requests for educational leave will be considered. However, budgetary constraints that may vary from year to year may limit the number of leaves granted.

The educational leave of absence is not intended to substitute in Pac-17 and should not compete with the sabbatical leave program for funding.

ELIGIBILITY:

Full-time faculty members, Standing I appointments, who meet the following conditions are eligible to apply for an educational leave of absence:

1. Rank of instructor, assistant professor, associate professor, or professor.

2. A minimum of three consecutive contract years of full-time teaching. Time spent on any type of leave of absence is not counted towards full-time service for the purposes of an educational leave.

LIMITATION:

An educational leave will not be granted to a individual who, because of mandatory retirement age requirements, cannot provide two contract years of full-time service to the University following return from the educational leave. (NOTE: Mandatory retirement age will no longer be in effect after December 31, 1993.)

CRITERIA FOR
CONSIDERATION:

The following factors will be considered in evaluating an application for an educational leave of absence:

1. The academic department's/ University's need for the faculty member to have additional advanced study.
2. The benefit received by the academic department/University as a result of the faculty member completing additional advanced study.
3. Quality of academic service of the faculty member.

APPLICATION
PROCEDURE:

The faculty member is responsible for submitting the application for an educational leave on the form provided. Such applications should be submitted to the department chair by February 1 preceding the fiscal year during which the leave is to begin.

The application must be accompanied by the following:

1. A vita giving full details of the applicant's education, preparation, and work history.
2. Documentation of acceptance into a regionally accredited graduate school program.

3. A statement giving full details concerning the purpose of the leave, plan for its use, and an anticipated date of degree/program completion.
4. Rationale to support the pursuit of graduate work if in a field other than the applicant's teaching field.

REVIEW PROCESS:

The applications shall be reviewed by a Departmental Leave Committee (composed of tenured faculty members), the Department Chair, the Associate Dean (if appropriate), the College Dean, the appropriate University committee, and the Vice President for Academic Affairs. No person shall serve on both departmental and University leave committees. The recommendations of each review level shall be recorded and submitted to the next higher level of review.

Recommendations will be made by the Vice President for Academic Affairs to the President.

Educational leave of absence applications which are recommended by the President shall be presented to the Board of Regents for final approval.

SALARY PAYMENT:

A person granted an educational leave will receive a rate of one-half of the monthly base salary for each month on leave payable over a nine or twelve month period. The salary will be based upon that which the person would have received for the academic year had the educational leave not been taken. After the Educational Leave of Absence the faculty member is eligible to apply for a leave of absence without pay.

FACULTY RIGHTS DURING THE LEAVE:

The successful applicant will retain the following rights during time spent on an educational leave:

1. The recipient who is a member of a University insurance plan will continue to receive coverage at the same rates while on an educational

leave. This applies to dependents as well.

2. Time spent on educational leave will be credited as active service for retirement purposes. University and faculty contributions will continue on the basis of full salary.
3. The faculty member may request to credit one academic year toward the probationary period for tenure (if in a tenure track position) and length of service in rank for promotion. This request must be made on the Educational Leave of Absence Application Form. Leave not counted toward probationary time will be considered a break in continuous service. Non-tenured faculty members returning from leave not counted toward tenure will be in probationary status with zero years credit unless credit for, up to three years, previous experience at Morehead State University is applied upon return to active employment as specified in PAC-27 (Probationary or Pre-tenure).
4. The recipient will return to the former position with the University unless otherwise agreed to by the employer and employee.

FACULTY
OBLIGATIONS:

The recipient will have the following obligations regarding the educational leave:

1. The recipient of an educational leave will submit the following reports to the appropriate college dean:
 - a. An interim report will be submitted at the completion of each semester/quarter. This report will consist of a description of course work completed and credit earned.
 - b. A final report will be submitted at the completion of the educational leave consisting of transcripts of courses completed, description of how

the leave was spent, and status of degree completion.

2. An agreement will be drawn up between the recipient and the University stating the approved course work during the educational leave and the recipient's rights and obligations. Failure of the recipient to comply with the contractual provisions of the educational leave will result in cancellation of the leave and forfeiture of all rights specified in the leave agreement.
3. After the educational leave expires the recipient shall return to service at Morehead State University for two months for every month of paid leave taken or repay the amount of salary received while on leave. If the recipient of an educational leave returns to the University for a period less than the time contracted, the amount of salary to be repaid shall be prorated in relation to the amount of return service given.

SUBSEQUENT LEAVES
OF ABSENCE:

An individual becomes eligible to apply for a subsequent educational leave of absence under the terms and conditions specified.

Subject

Formal Classroom Teaching by Librarians
Teaching Workload Responsibilities
and Overload

*Wrote Brief
Paragraph*

Approval Date: 02/23/90
Revision Date:

PURPOSE:

To establish the parameters for teaching responsibilities and discretionary adjustments, and clarify principles and procedures for determination of overload pay.

TEACHING:

Assistant
Associate
Professor

The teaching load is 24 semester hours per academic year. However, 500-level courses, having a majority of graduate students, and 600-level courses shall be prorated so that each credit hour is equivalent to four-thirds (4/3) of a credit hour.

Instructors

Generally, the teaching load for instructors is 27 semester hours per academic year. However, depending on individual faculty member's workload responsibilities, instructor teaching loads may be reduced by the Department Chair, with approval of the College Dean, to between 24 and 27 semester hours per academic year.

Department
Chairs

The teaching load for Department Chairs is twelve semester hours per fiscal year with no overload. Exceptions are to be recommended by the College Dean with final approval by the Vice President for Academic Affairs. Exceptions will be based primarily on number of faculty supervised and extraordinary scholarly productivity or University service.

Deans

The teaching load for Deans is three semester hours per fiscal year. Exceptions are to be approved by the Vice President for Academic Affairs based primarily on the number of faculty supervised and extraordinary

scholarly productivity or University service.

ADJUSTMENTS:

While the normal workload of a faculty member is expected to be made up of a full teaching load plus service and scholarly activities, it is recognized that there are times when the quantity of teaching, service and/or scholarly activities is such there may be exceptions to full teaching responsibilities. Adjustment to teaching responsibilities may be either for administrative purposes, in the form of reassigned time or faculty initiated purposes in the form of reduced teaching assignment.

Administrative
Reassigned
Time

Faculty are occasionally requested by the administration to assume responsibilities other than classroom teaching. When requested, and accepted, reassigned time in units of semester hours is awarded.

Such reassigned time may be granted by the administration, following guidelines established by the Deans' Council, with approval of the Department Chair, the College Dean and the Vice President for Academic Affairs.

Faculty
Initiated

Faculty members may apply, in writing, to the Department Chair for reduced teaching assignments. The application must describe the professional activities which will be performed in return for the reduction in teaching assignment, the semester hours of reduced teaching time being requested, and the specific outcomes expected from the proposed activities.

The application will be reviewed by the Department Chair, and a Chair appointed departmental committee, and a recommendation will be made by him or her. The recommendation will be reviewed by the College Dean and then forwarded, with recommendation, to the Vice President for Academic Affairs. Criteria to be utilized in determining the awarding of reduced teaching responsibility will include value to the individual faculty, the department, the college, and the University. Meeting the teaching mission of the

University must always be a primary consideration in faculty assignments.

Reduced teaching assignment may be granted at a rate of up to six semester hours per academic year.

OVERLOAD:

Regular full-time faculty may be requested to teach additional classes which would create an overload. The request, if acceptable to the faculty member, must be recommended by the Department Chair and approved by the College Dean.

When the overload occurs during the fall semester, then a correspondingly reduced workload should be planned for the subsequent spring semester. If the reduction cannot be achieved, then the faculty member will receive overload pay. The amount of the overload will be determined on the basis of the academic year, not to exceed four hours per semester or six semester hours per year. Reduced teaching load or reassigned hours shall not be used to produce an overload.

Fractions will be accumulated in consecutive semesters to determine the amount of overload for an academic year. Compensation for overload shall be paid at the end of the academic year. The amount shall be set such that progressively larger amounts are paid by academic rank. These amounts shall be reviewed annually by the Deans' Council and appropriate revisions recommended to the President by the Vice President for Academic Affairs.

MEETING CLASS AND
EXAM SCHEDULES:

Faculty members shall meet all of their classes, beginning and ending as scheduled. Adherence to the published final examination schedule is required. When a faculty member cannot meet scheduled classes, he or she should inform the Department Chair. Such notification shall be given as far in advance of the absence as is feasible. If the Department Chair is unavailable, the College Dean shall be notified. Arrangements for substitute instructors or the rescheduling of classes should

have prior approval of the Department
Chair or Dean.

OFFICE HOURS: Refer to PAc-8.

SUPERSEDES: This policy supersedes PAc-7,
"Teaching Load Expectations", adopted
by the Board on July 1, 1985, and
incorporates "Overload Principles and
Procedures", adopted by the Board on
June 19, 1987.

15-3
*Probationary
Period (PSE2)*

Policy: PAc-30

Subject

7/31/91
Performance Review and Compensation Plan
for Faculty

B. J. ...
7/17/91
*Performance-based
Compensation Plan*

Approval Date: 03/01/91
Revision Date:

PURPOSE:

To establish a provision for and authorize the development and implementation of a performance-based compensation plan to acknowledge meritorious faculty performance.

POLICY:

It shall be the policy of Morehead State University to systematically evaluate individual faculty performance by means of a departmental faculty evaluation process which specifies performance expectations in teaching, professional achievement, and service and which is consistent with University guidelines for faculty evaluation.

Tenured and tenure-track faculty, in accordance with departmental faculty evaluation plans, are eligible to participate in the performance-based compensation plan. To be considered for participation for performance-based compensation, the faculty must participate in the departmental faculty evaluation plan.

Performance-based compensation will be based on the concept that criteria exist in the areas of teaching, professional achievement, and service against which the performance of individual faculty will be compared for evaluation. These criteria will not be a set of fixed universally-applied standards, but a set of flexible standards which will accommodate the unique nature of the disciplines in which faculty teach, engage in professional achievement activities, and serve. The application of the standards should accommodate the specific role of the individual within

a department and should recognize the variables which affect opportunities for professional achievement and service.

RESPONSIBILITIES:

1. Department chairs, college deans, and the Vice President for Academic Affairs and Dean of Faculties shall be responsible for ensuring that departmental faculty evaluation plans are applied fairly without unreasonable differences across departments and colleges.
2. The Faculty Senate will review annually the University guidelines for faculty evaluation and make recommendations to the Vice President for Academic Affairs and Dean of Faculties.
3. The Vice President for Academic Affairs and Dean of Faculties will review annually the distribution of performance-based compensation increments to assure compliance with the University guidelines for faculty evaluation and regulations for performance-based compensation.
4. The President will review and approve the annual distribution of performance-based compensation increments to the faculty.

ADMINISTRATION OF
THE PLAN:

The Board of Regents authorizes the President to develop and approve regulations for administering the performance-based compensation plan.

The President may allocate funds for the performance-based compensation plan to be determined annually based on budgetary considerations.

4/17/91
Bgr

Subject

Professional Librarians

Approval Date: 05/17/91

Revision Date:

PURPOSE: To establish the employment category of Professional Librarian within the Division of Academic Affairs and to delineate generally their rights, privileges, and responsibilities.

PRINCIPLES: Professional Librarians are academic personnel employed to serve the University community through the Camden-Carroll Library in the Division of Academic Affairs.

ELIGIBILITY: Professional Librarians must qualify as Librarian I, Librarian II, Librarian III, or Librarian IV by virtue of their degrees, experience, and professional development and achievement. Professional Librarians must undergo annual review of performance, and they must undergo peer and administrative review when applying for promotion. Professional Librarians participate in the shared governance of the University through regular membership on appropriate standing and ad hoc committees.

RIGHTS AND RESPONSIBILITIES: As academic personnel, Professional Librarians are eligible for sabbatical and educational leaves and may apply to the University for institutional funds set aside for research and other forms of professional development. Professional Librarians have the rights and responsibilities of academic freedom and due process. Professional Librarians are subject to the guidelines

pertaining to termination for cause or
financial exigency.

DRAFT

Sample UAR

MOREHEAD STATE UNIVERSITY ADMINISTRATIVE REG
(UAR)

Number:

Title: **Assessing Faculty Credentials**

Originator: **Vice President for Academic Affairs**

Initial Adoption:

Revision Dates:

Can we
Cover everything
in 1-UAR?

How specific
do we need
to get?

I. Purpose:

To establish guidelines for assessing faculty credentials when unique experience and demonstrated competence are to substitute for academic preparation.

II. Procedural Reference for:

_____ KRS, specify _____
_____ CHE policy, specify _____
 x BOR policy, specify PAC-1
_____ UAR, specify _____
_____ Other, specify _____

III. Scope (Who is covered by this UAR?):

All faculty members who substitute unique experience and demonstrated competence for academic preparation.

Attach a description of the UAR.

Approved by:

C. Nelson Grote, President

Date

Guidelines for Assessing Faculty Credentials

PURPOSE: Morehead State University adheres to the requirements for faculty credentials set out in Section 4.4.2 of the Criteria of the Southern Association of Colleges and Schools. These guidelines permit outstanding professional experience and demonstrated contributions to the teaching discipline to substitute for academic preparation in certain exceptional cases.

GUIDELINES: When outstanding professional experience and demonstrated contributions to the teaching discipline are proposed to substitute for academic preparation, the following criteria will be examined and evaluated by a department chair in conjunction with a departmental peer review committee:

- +professional experiences (other than teaching) directly related to the discipline to be taught:

- +professional experiences (other than teaching) indirectly related to the discipline to be taught;

- +record of scholarly or creative activity directly related to the discipline to be taught; and/or

- +quality of student and supervisor review for teaching the discipline in question.

When a faculty member's outstanding professional experience and demonstrated contributions to the teaching discipline are judged to be inadequate, the faculty member shall

- +be reassigned to a position for which he or she is qualified,

- +be expected to pursue a faculty development plan to obtain the minimum qualifications needed in a reasonable time period, or

- +be terminated.

The University must review and report the status of faculty credentials to the Southern Association of Colleges and Schools annually in the Institutional Profile. Each department must likewise review

faculty credentials annually to determine continued compliance. During that annual review any faculty member who has been previously judged qualified based on outstanding professional experience and demonstrated contributions to the teaching discipline must be reevaluated to assure that the criteria listed above continue to be demonstrated.

DRAFT

Sample UAR
J. Grothe

MOREHEAD STATE UNIVERSITY ADMINISTRATIVE REGULATION
(UAR)

Number:

Title: **Assessing Faculty Credentials**

Originator: **Vice President for Academic Affairs**

Initial Adoption:

Revision Dates:

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PERSONNEL POLICY MANUAL

Subject: Library Faculty
Tenure Review

Section Number: PAc - 27A

Approval Date:

PURPOSE

To define the criteria, procedures, and conditions of the review of University library faculty for the awarding of tenure.

I. GENERAL PRINCIPLES

ACADEMIC
PRINCIPLES:

Library faculty members have an important responsibility in providing evaluations of peers in the tenure process. This responsibility involves the application of academic and professional judgments in a framework of shared authority among various levels of review and between faculties and academic administrators.

The tenure procedures consist of several levels of judgment and review. The reviews will focus on professional and scholarly judgments of the quality of the individual's academic work. Subsequent levels of University review will bring broader judgment to bear and will also monitor general standards of quality, equity, and adequacy of the procedures used. At each level, the review process will reflect the competence and perspective of the reviewing body.

TENURE
DEFINED:

Tenure is a system by which competent, productive library faculty members who meet certain stated criteria are informed that they have successfully completed their probationary period and are recognized as continuing members of the library faculty free to pursue their academic interests and responsibilities with the confident knowledge that termination of their appointment can be only for cause (see Section III).

II. CRITERIA FOR TENURE

GENERAL
CRITERIA:

Tenure shall be based on the potential for future advancement in each of the areas as indicated by performance during the probationary period.

The minimal requirements listed below are not the sole determinants in the process:

1. Effectiveness as a librarian -- as recognized by colleagues and Director of Libraries.

Effective performance requires:

- a. Meeting the responsibilities of the position successfully and efficiently.
- b. Demonstrating job performance by:
 - 1) Showing initiative.
 - 2) Assuming increased and new responsibilities.
 - 3) Determining and assigning work priorities and/or staff duties.
 - 4) Using innovative techniques.
- c. Integrating the area of responsibility with the library as a whole by showing:
 - 1) An understanding of overall library operations.
 - 2) A commitment to the library's goals of education and service.
 - 3) A knowledge of new developments in library science and technology.
 - 4) A willingness to use suggestions, criticisms, and evaluations to improve performance.

2. Professional achievement may include, but not be limited to, the following:

- a. Membership in professional organizations, including leadership roles.
- b. Attendance at professional meetings, workshops, seminars, etc.
- c. Participation in programs at professional meetings, workshops, seminars, etc.
- d. Completion of additional job-related coursework and/or degrees.
- e. Involvement in research.

3. Service to the institution and the community may include, but not be limited to, the following:

- a. Participation on University and Library ad hoc and standing committees.
- b. Service as an official representative of the University.
- c. Sponsorship of approved co-curricular activities.
- d. Coordination of and participation in University and Library workshops, conferences, clinics, in-service programs, and special events.
- e. Development of proposals.
- f. Development of relationships with professional groups in business, industry, trade, education, and government.

III. STATEMENTS REGARDING TENURE

TO WHOM TENURE PROVISIONS APPLY

Provisions for holding academic tenure apply to all library faculty members of Morehead State University holding full-time, regular Standing Appointments to the rank of Librarian IV, Librarian III, and Librarian II.

PROBATIONARY OR PRE-TENURE

The probationary appointment period in the University is five years of continuous employment, beginning with the first full-time regular standing appointment to any rank. However, up to three years of equivalent professional service in librarianship at other accredited institutions of higher education or an earlier professional library appointment at Morehead State University may be applied toward this five-year probationary period upon appointment. Criteria for awarding equivalent professional service will be established by the Vice President for Academic Affairs.

A library faculty member will not be retained beyond a total of six years of full-time employment in regular standing appointments without attaining tenure. To be tenured, a library faculty member must make application for tenure through the appropriate tenure

review structure, be recommended for tenure by the President of the University, and be approved by the Board of Regents for tenure.

This requirement will apply to eligible library faculty members hired by the University who did not hold full-time regular Standing Appointments for the 1988-89 academic year.

A library faculty member who holds tenure-eligible rank must be reviewed for the awarding of tenure no later than the fifth year of probationary status.

TRANSITION
PROVISIONS:

Library faculty who held full-time regular Standing Appointments for the 1988-89 academic year are subject to the following transition provisions:

The probationary period for these library faculty shall be no less than five years in any professional library rank, starting with the year of employment. Up to three years of equivalent professional service in librarianship at other accredited institutions of higher education may be applied toward this five-year probationary period.

Library faculty employed prior to the approval date of this document who have completed the probationary period and are in a tenurable rank will be granted tenure upon approval of this document.

Library faculty employed prior to the approval date of this document who hold a non-tenurable rank may choose to remain at that rank. For those library faculty members who choose to request promotion review and are granted promotion to a tenurable rank, the probationary period shall be no less than five years in a tenurable rank or five years beginning with 1989-90 academic year, whichever comes first. Those library faculty electing to apply for academic tenure shall undergo the same process with the same benefits/consequences as other library faculty who apply for tenure.

NOTIFICATION
ABOUT
PROBATIONARY
PERIOD FOR
NEW LIBRARY
FACULTY:

Each new library faculty member is given a Contract for Library Service on which the starting amount of probationary credit is stipulated.

A library faculty member granted credit for probationary years upon appointment or promotion to a tenure eligible rank may request part or all of that time to be rescinded if he/she needs more time to develop credentials for tenure. However, such request may not be made after the tenure review process has started in the fifth probationary year.

A document signed by the Director of Libraries and the library faculty member confirming the change in years of probationary status shall be executed.

COMPUTING A YEAR
OF CREDIT TOWARD
TENURE:

In order to facilitate the administration of tenure review procedures, there shall be a common tenure anniversary date of July 1. This tenure anniversary date does not necessarily coincide with the library faculty member's date of initial appointment. A year of credit toward tenure is earned in any year in which the tenure-eligible faculty member has full-time active employment status of no less than half of the July 1 through June 30 year.

Since the purpose of the probationary period is to provide opportunity for observing the library faculty member, time spent on leave of absence will not be counted as active employment, except for leave of absence for education purposes (see PG - 9).

NOTICE OF
NONREAPPOINTMENT
AND TERMINATION:

SEE PAC - 27, p. 7-8. TO BE REVISED LATER.

ANNUAL PERFORMANCE
REVIEWS:

Annual performance reviews are made of all library faculty members.

TENURE PORTFOLIO:

The tenure portfolio must contain a vita and supporting documents.

The candidate's portfolio must document all qualifications, and it must be complete at the time of submission.

VITAE:

The following are guidelines for constructing the vita. All categories will not apply to each candidate. A reasonable sample of items under numbers III and IV should be presented.

I. Personal Data

- A. Name
- B. Present rank, administrative title (if applicable), and department
- C. Dates of initial rank assignment and promotions at Morehead State University
- D. Field or fields of specialization
- E. Education completed
 - 1. Degrees, certifications, licenses
 - 2. Dates degrees, certifications, licenses granted
 - 3. Institutions granting degrees, certifications, licenses
- F. Memberships in academic honor organizations
- G. Library or other related experience prior to Morehead State University
 - 1. Institutions
 - 2. Dates
 - 3. Responsibilities
 - 4. Rank changes and dates

II. Performance as a Librarian .

This category deals with the librarian's performance of the responsibilities assigned to him/her by the Director of Libraries. Factors which may be considered include: degree of initiative, self-motivation, and creativity exhibited, proficiency and efficiency in performing tasks, ability to relate well to co-workers and/or patrons, flexibility, and attitudes.

III. Continuing Development as a Librarian

This category relates to activities which enhance or increase professional knowledge, expertise, or philosophy. Examples may include: affiliation with library organizations, additional coursework and/or degrees (with professional application), workshop attendance and participation, or library research.

IV. Service

This category relates to activities which benefit the University, Library, or community, but are not directly related to specific job responsibilities. Examples may include: serving as member of University and Library ad hoc and standing committees with level of participation noted, serving as sponsor or advisor of University-approved extracurricular activities, acting as official representative of the University, providing non-library services to the University, or performing community service.

SUPPORTING DOCUMENTS:

The supporting documents should be arranged in the following categories:

- A. Documents which support personal data (for example)
 - * copies of official transcripts
 - * copies of previous official letters of promotion
- B. Documents which support evidence of professional performance (for example)
 - * letters of recommendation and/or commendation
 - * performance evaluations
 - * job descriptions
 - * examples of work performed
- C. Documents which support evidence of continuing development as a librarian (for example).

- * evidence of continuing education
- * evidence of programs/workshops attended
- * copies of published articles, books, reviews
- * copies of in-house publications
- * evidence of presentations made at workshops, professional meetings, conferences, etc.

D. Documents which support evidence of service to the University, Library, or community (for example)

- * evidence of committee appointments
- * letters, newspaper clippings, programs, or other written evidence of involvement